104-10194-10015 2025 RELEASE UNDER THE PRESIDENT JOHN F. KENNEDY ASSASSINATION RECORDS ACT OF 1992

MATERIAL REVIEWED AT CIA HEADQUARTERS BY
HOUSE SELECT COMMITTEE ON ASSASSINATIONS STAFF MEMBERS

FILE TITLE/NUMBER/VOLUME: TARASOFF, ANNA
OFFICIAL PERSONNEL FILE

INCLUSIVE DATES:

CUSTODIAL UNIT/LOCATION: C/LAD

ROOM:

DELETIONS, IF ANY:

DATE RECEIVED	DATE RETURNED	REVIEWED BY (PRINT NAME)	SIGNATURE OF REVIEWING OFFICIAL
8 June		DAN HARDWAY	Dan Hardway

NO DOCUMENTS MAY BE COPIED OR REMOVED FROM THIS FILE.

14-00000

SECRET

26 March 1971

MEMORANDUM FOR : Office of Finance/C&TD

SUBJECT : Verification of Contract Service for Sandra B. CAZAZZUS (P), Terminated Contract Employee

1. During period 8 April 1957 through 8 September 1953, subject served as an Agency Staff Employee. During this period, subject was a participating member of the Civil Service Retirement System.

2. During period 15 July 1964 through 19 October 1970, subject served as a part-time contract employee on a prearranged regular scheduled tour of duty. With respect to this period of service:

(a) Period 15 July 1964 through 7 September 1967 is creditable for purposes of Civil Service Retirement. Since subject was covered by Social Security during this period, Civil Service Retirement deductions were not withheld.

(b) During period 8 September 1967 through 19 October 1970, subject was a participating member of the Civil Service Retirement System.

3. Action Required:

(a) Office of Finance: Please post the above information to subject's retirement records.

(b) DDP/WH/Contracts: For your information.

/s/ [illegible]
Chief
Contract Personnel Division

Distribution:
Orig - O/F/C&TD
1 - WH/Contracts
1 - CPD subject file
1 - CPD chrono

SECRET

14-00000

11 MAR 1971

MEMORANDUM FOR: Chief, Contract Personnel Division

SUBJECT : Civil Service Retirement Credit

1. It is requested that information be provided as to the creditable service for the Civil Service Retirement program for the following individuals.

Kurt B. CANEPA
Sandra B. CAZAZZUS
Ralph M. SAMOSKA
Jesse D. WITCHARD

2. Although the named individuals are no longer employed by the Organization, the creditable service can be of particular significance to each.

3. Your early attention to the request will be appreciated.

for William V. Broe
Chief
Western Hemisphere Division

SECRET

14-00000

SECRET

23 March 1971

MEMORANDUM FOR: Contract Personnel Division

SUBJECT : Sandra B. CAZAZZUS

Following are the total number of hours for each year worked by Sandra B. CAZAZZUS under contract. The information was provided this office by Payroll.

Period of Service From	To		Actual Hours Worked
15 Jul 64	Dec	1964	551 hours
Jan 65	Dec	1965	789
Jan 66	Dec 66	1966	1091
Jan 67	Dec 67	1967	1092
Jan 68	Dec	1968	1486
Jan 69	Dec	1969	1414
Jan 70	19 Oct	1970	1217

Dow:

This gal had two contracts. The first one included a leave benefit. This first K ended and was immediated replaced by a 2nd K, which included Civil Service Retirement.

From the number of hours worked I feel we can make a determination that she during the full period she worked [illegible] in a part-time basis on a prearranged reg. sch. tour of duty. If you concur, I will write a std. type memo to C/Finance.

Subject is now terminated, but in WH field with her husband. Bill Kenehan has a dispatch in asking that Hqtrs. verify her total K service.

Paul.
23 Mar 71

ok — DK

SECRET

Contract Service — Sandra B. CAZAZZO (P)

Date	Action	Compensation	Equivalent
8 Apr 57 – 8 Sep 63	CIA Staff Employee service		
15 Jul 64	Contract Employee with Social Security. No LPAs or PSIs.	$2.59 p.h.	
24 Aug 64	Pay increase	2.72	
10 Oct 65	Pay increase	[illegible]	
	Authorized future LPAs.	2.82	
3 Jul 66	LPI	2.90	
7 Sep 67	Contract terminated	2.90	
8 Sep 67	Contract Employee with [illegible] Civil Service Retirement and LPAs. No PSIs.	2.90	
8 Oct 67	LPI	3.03	
14 Jul 68	LPI	3.12	GS-05/5
13 Jul 69	LPI	3.37	GS-05/5
28 Dec 69	LPI	3.57	GS-05/5
19 Oct 70	Contract terminated	3.57	"

NOTE: On 24 Mar 1971, subject's official Staff Employee file was reviewed. It reflected; (a) staff employee service from 8 Apr 57 to 8 Sep 63; (b) during entire period was a participating member of the Civil Service Retirement System; (c) she was on LWOP during period 12 Jun–8 Sep 63; and her SF-144 dated 8 Apr 57 reflect no prior Federal Service.

14-00000

1. LAST NAME	FIRST NAME	INITIAL(S)	2. APPOINTMENT DATA			3. TOTAL SERVICE FOR LEAVE (as of date of separation)		
TARASOFF	ANNA	A	978767	F T	P T X	Years	Months	Days

4. DATE AND NATURE OF SEPARATION

Contract terminated 10/19/70

Subject to Sec. 203(d), 1951 Leave Act Yes ☐ No ☐

Ceased to be subject to Sec. 203(d) on ________ Annual Leave Bal ________

☐ More than 15 years

SUMMARY OF ANNUAL AND SICK LEAVE (HOURS)

	ANNUAL	SICK
5. Balance from prior leave year ended 1/10 19 70	275	256
6. Current leave year accrual through 10/17 19 70	89	56
7. Total	364	312
8. Reduction in credits, if any (current year)		
9. Total leave taken	0	0
10. Balance	364	312

11. Total hours paid in lump sum 360hrs 2 holidays

12. Salary rate(s) $3.57 p/h

13. Lump sum leave dates From 0800 10/17 to 1700 12/22/70 0 (Hours)

26. Certified correct by [signature]
(Signature) (Date)

Auth cert. officer
(Title) (Telephone)

SUMMARY OF HOME LEAVE (DAYS)

14. Date arrival abroad for HL purposes NONE

15. Current balance as of ________ 19__

16. 12-month accrual rate

17. Dates leave used, prior 24 months

18. Monthly accrual date

19. Calendar days credit for next accrual date

20. Date basic service period completed

MILITARY LEAVE

21. Dates during current calendar yr. ________ to ________

22. Dates during preceding calendar yr. ________ to ________

ABSENCE WITHOUT PAY

	LWOP or Furlough (Hours)	AWOL or Suspension (Hours)
23. During leave year in which separated	0	0
24. During step-increase waiting period which began on 8/14/64	0	0
25. During 12-month HL accrual period (dates)		

REMARKS

SCD 7/15/64

Standard Form 1150
November 1965
1150-106

RECORD OF LEAVE DATA TRANSFERRED

U.S. CIVIL SERVICE COMMISSION
FPM SUPPLEMENTS 296-31 AND 990-2

14-00000

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER: 013175
2. NAME (LAST-FIRST-MIDDLE): CAZZUS SANDRA B — PREPARED: 0?/?/7?
3. NATURE OF PERSONNEL ACTION: CONTRACT TERMINATION (1BCHLG1)
4. EFFECTIVE DATE: MO ?? DA ? YR. 70
5. CATEGORY OF EMPLOYMENT: CONTRACT-TYPE A (S)
6. FUNDS: V TO V / CF TO V / V TO CF / X CF TO CF
7. FINANCIAL ANALYSIS NO CHARGEABLE: 1135-0990
8. CSC OR OTHER LEGAL AUTHORITY:
9. ORGANIZATIONAL DESIGNATIONS: DDP DIRECTORATE WESTERN HEMISPHERE DIV
10. LOCATION OF OFFICIAL STATION: UNSPECIFIED
11. POSITION TITLE: TRANSLATOR
12. POSITION NUMBER:
13. CAREER SERVICE DESIGNATION:
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): (PART TIME) GS
15. OCCUPATIONAL SERIES: 1045.01
16. GRADE AND STEP: 05 5
17. SALARY OR RATE: $ 3.73 DOG: 071564 LEI: 071564

18. REMARKS

- - - - - - - - STATUS INFORMATION - - - - - - - - -
BIRTH DATE: 23 SEX: F MARITAL ST: MAR NO. DEPENDENTS: 00
CITIZENSHIP: US/BIRTH LONGEVITY COMP: 071564 FED SERVICE COMP:
HOSPITILIZATION: F PLAN:
TYPE RETIREMENT: CSC
FEGLI: YES PREV. GOVT SERV: 5 SAL. TASK LIMIT:
PAY BASIS: H A/L INC: 3 S/L INC: 3
- - - - - - - - - - CONTRACT INFORMATION - - - - - - - - - - - - - -
EFF DATE: 090357 EXPIRATION DATE: 090771 DATE ORIG CONTRACT: 071564
REFERRING OFFICER: WH ADMIN REFR ORG: WH PHONE: 4-60
- - - - - - - ENTITLEMENTS/ELIGIBILITIES/ALLOWANCES - - - - - - - - - -
TAX STAFF: Y FED EXMP: STATE EXMP: STATE:
TRAVEL: NNN OPS EXPNSE: N HOUSING: N POST/EQUAL: N
HOME LEAVE: 0 DIFFERENTIAL: N OFFSET CLAUSE: N STD GOVT: N
LEGISL PAY: Y PREMIUM PAY : N ALLOWANCE COMM: N EDUCATION: N
STEP INCRS: N OTH TAX ENTL: N OTHER ALLOWNS : N SEPARATION: N

NOTE: ITEMS PRECEDED BY AN ASTERICK * REFLECT CHANGED DATA

SIGNATURE OR OTHER AUTHENTICATION

(4-51)

Form 7-66 1150? MFG. 11-69 Use Previous Edition

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

14-00000

SECRET

DUPLICATE

CLEARANCE SHEET FOR TERMINATION OF CONTRACT PERSONNEL

THIS FORM MUST BE SIGNED AND SUBMITTED IN DUPLICATE

DATE: 25 January 1971

PERSONAL DATA

NAME (Last, First, Middle - true or pseudonym): CAZAZZUS, Sandra B. (P)	OFFICE AND BRANCH OF ASSIGNMENT: DDP/WH/1
LOCAL ADDRESS: Mexico City, Mexico	PERMANENT ADDRESS: Cleveland, Ohio
PERMANENT STATION OR BASE: Mexico City, Mexico	POSITION OR FUNCTIONAL TITLE: Contract Employee, Type B

CONTRACT DATA

DATE CONTRACT EFFECTIVE	DATE CONTRACT LAST RENEWED	DATE CONTRACT EXPIRES	DATE OF CONTRACT TERMINATION
15 July 1964	8 September 1970	7 September 1971	19 October 1970

REASON FOR CONTRACT TERMINATION

Retirement of husband.

INTERNAL STAFF OR DIVISION CLEARANCES *(Add or delete as applicable)*

COMPONENT	CLEARED BY	DATE	REMARKS
FINANCE			
LOGISTICS			
~~XXXXX~~			
Security			

CONTRACT APPROVING OFFICER	CLEARED BY (Signature): W.S. Renehan, C/WH/Contracts	DATE

SCHEDULE OF INTERVIEWING OFFICES

(OFFICES NOT REQUIRING INTERVIEW WILL SO INDICATE)

OFFICE	SCHEDULE: DATE	TIME	LOCATION	INTERVIEWING OFFICIAL
CENTRAL COVER STAFF				CLEARED BY (Signature) / DATE
OFFICE OF SECURITY PSD			OS #131 751 13 July 64	CLEARED BY (Signature) / DATE
OFFICE OF PERSONNEL CPD				CLEARED BY (Signature) / DATE

REVIEWED:

/s/ Dow H. Luetscher
Special Cont... Officer

REMARKS (Please initial)

Duplicate - advance copy to OF/C&TD/CEAS 30 October 1970.

STAFF OR DIVISION AND BRANCH OF ASSIGNMENT	SIGNATURE OF STAFF OR DIVISION RESPONSIBLE OFFICER	DATE
C/WH/1		

14-00000

HIGH 3 BASED ON LAST 3 YEARS AS CONTRACT

OCT 67 - DEC 67	$1607.07	
JAN - DEC 68	4549.34	
JAN - DEC 69	4935.06	
JAN - OCT 70	4335.49	
	$14428.89 ÷ 3 = $4809.63	

HIGH 3 AVERAGE

1½% x 4809.63 x 5 = $360.70
1¾% x 4809.63 x 5 = 420.85
2% x 4809.63 x 2.5 = 240.48
$1022.03 ANNUITY

HIGH 3 BASED ON LAST 3 YEARS AS STAFF

JUN 62 - JUN 63	$5545	GS 6/4
JUN 61 - JUN 62	5160	6/3
JAN 61 - JUN 61	2497	6/2
JUN 60 - DEC 60	2255	5/2
	$15457 ÷ 3 = $5152.33	

HIGHER ANNUITY

1½% x $5152.33 x 5 = $386.45
1¾% x $5152.33 x 5 = 450.85
2% x $5152.33 x 2.5 = 257.63
$1094.93 ANNUITY

14-00000

CHZ-22415 (P) TARASOFF 8 FEB

1. She is not eligible for retirement annuity until she's 62 yrs old - on 5 May 1985.

STAFF (CSR) Apr 57 - Jun 63 Sept 63
→ CONTRACT (SS) Jul 64 - Sept 67
" (CSR) Sept 67 - Oct 70

for Liquidation: NO Refund of Retirement deductions has been made, either from Staff or Contract employment.

Form 2802

Resignation effective 7 Sept 1963 } ~~$1781.83~~

57-63	CS Deductions while a Staffer		$1781.83
67-70	"	Contract	961.24
	TOTAL		$2743.07

Sept $2.90
8 Oct 67 $3.03
14 Jul 3.12

Oct 70
Apr 57
13 yrs 6 mths
515233
3)15457.00

Stone

Sept 67 $6.09 Dec 67
68 $4549.34
69 4935.06
Oct 70 4335.49

14-00000

DISPATCH

CLASSIFICATION: SECRET

PROCESSING ACTION

MARKED FOR INDEXING

NO INDEXING REQUIRED

ONLY QUALIFIED DESK CAN JUDGE INDEXING

MICROFILM

TO: Chief, W H Division

INFO.

FROM: Chief of Station, Mexico City

SUBJECT: ADMIN/CONTRACTS - Termination Sandra B. CAZAZZUS

ACTION REQUIRED - REFERENCES

1. Sandra B. CAZAZZUS' contract was terminated effective 19 October 1970. Since her husband is retiring, she will no longer be available for employment.

2. Submitted herewith is a signed contract termination and termination secrecy oath.

Zachary T. Abarta

Zachary T. ABARTA

Attachments:

Contract termination - - - Orig & 1 h/w
Termination secrecy oath - Orig & 1 h/w

Distribution:

Orig & 2 - Chief, WH Division w/att.

Rec'd 30 OCT 1970

CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE
	HMMT 10,578	22 October 1970
	CLASSIFICATION: SECRET	HQS FILE NUMBER

14-00000

SECRET

TERMINATION SECRECY OATH

I, Sandra B. CAZAZZUS, am about to terminate my association with the Organization. I realize that, by virtue of my duties with the Organization, I have been the recipient of information and intelligence which concerns the present and future security of our country. I am aware that the unauthorized disclosure of such information is prohibited by the espionage laws of our government which specifically requires the protection of intelligence sources and methods from unauthorized disclosure. Accordingly, I SOLEMNLY SWEAR, WITHOUT MENTAL RESERVATION OR PURPOSE OF EVASION, AND IN THE ABSENCE OF DURESS, AS FOLLOWS:

1. I will never divulge, publish, or reveal by writing, word, conduct, or otherwise any information relating to the national defense and security and particularly information of this nature relating to intelligence sources, methods, personnel, fiscal data, or security measures to anyone, including, but not limited to, any future governmental or private employer, private citizen, or government employee or official without the express written consent of the Chief of the Organization or his authorized representative.

2. I have been invited to submit in writing any monetary claims I may have against the Organization or our government which may in any way necessitate the disclosure of information described herein. I have been advised that any such claims will receive full legal consideration. In the event, however, that I am not satisfied with the decisions of the Organization concerning any present or future claims I may submit, I will not take any other action to obtain satisfaction without prior written notice to the Organization, and then only in accordance with such legal and security advice as the Organization will promptly furnish me.

3. I do not have any documents or materials in my possession, classified or unclassified, which are the property of, or in custodial responsibility of the Organization, having come into my possession as a result of my duties with the Organization or otherwise.

4. During my exit processing and during my period of employment with the Organization I have been given an opportunity to report all information about the Organization, its personnel, and its operations which I consider should receive official cognizance. Hence, I am not aware of any information which it is my duty, in the national interest, to disclose to the Organization, nor am I aware of any violations or breaches of security which I have not officially reported, except as set forth on the reverse side of this sheet or on other attachments.

30 OCT 1970

SECRET

OS/ID

5. I have been advised that, in the event I am called upon by the properly constituted authorities to testify or provide information which I am pledged hereby not to disclose, I will notify the Organization immediately; I will also advise said authorities of my secrecy commitments to our government and will request that my right or need to testify be established before I am required to do so.

6. I am aware of the provisions and penalties of the espionage laws of our government and am fully aware that any violation on my part of certain matters sworn to by me under this oath may subject me to prosecution under the terms of these laws, and that violation of other portions of this oath are subject to appropriate action, including such dissemination of the violation as the circumstances warrant.

I have read and understand the contents of this oath and voluntarily affix my signature hereto with the full knowledge that this oath was executed for the mutual benefit of myself and our government, and that it will be retained in the files of the Organization for its future use or for reference by me at any time in the future that I may be requested or ordered to testify or disclose any of the matters included within the scope of this oath.

IN WITNESS WHEREOF, I have set my hand and seal this 16 day of October 19 70.

Sandra B. Cazazzus (SEAL)
Signature Sandra B. CAZAZZUS

Witnessed by me this 16 day of October 19 70,

at Mexico City, Mexico.

[signature]
SIGNATURE

14-00000

S E C R E T

Miss Sandra B. CAZAZZUS

Dear Miss CAZAZZUS

You are hereby notified that your services under a contract with the United States Government, effective 8 September 1967, are to be terminated at the convenience of the United States Government pursuant to paragraph 4 of said contract, and that the 30 days' notice required by the contract begins 19 September 1970.

You are reminded of the contents of paragraph 4 of said contract which read as follows:

"_____. Secrecy. You will be required to keep forever secret this contract and all information which you may obtain by reason hereof (unless released in writing by the United States Government from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under applicable laws and regulations."

Your signature in the space provided below is acknowledgement of the contents hereto.

UNITED STATES GOVERNMENT

By [signature]
Field Contracting Officer

Acknowledged:

[signature]

Witness:

[signature]

Reviewed:

Contract Approving Officer

Rec'd via HMMT-1578 30 Oct 70 sig routed with term. sheet (1487)

S E C R E T

14-00000

SECRET

NON-STAFF PERSONNEL DATA SHEET

DATE: 12 Oct 70

INSTRUCTIONS:
1. SUBMIT FOR:
   A. CONTRACT EMPLOYEES (TYPE A, B AND CAREER)
   B. INDEPENDENT CONTRACTORS UNDER WRITTEN CONTRACT OR NOC (US CITIZENS OR RESIDENT ALIENS ONLY)
2. THIS FORM IS NOT APPLICABLE FOR OPERATIONAL OR FIELD AGENTS
3. COPIES OF THE FORM WILL BE RETAINED BY THE ORIGINATING COMPONENT (NUMBER OF COPIES AT ITS DISCRETION) AND BY CSPS/AGENT BRANCH (1 COPY ONLY)

NAME (LAST, FIRST, MIDDLE)			SEX	DATE OF BIRTH
CAZAZZUS, Sandra B. (P)			Female	5 May 23
MARITAL STATUS	NO. DEPENDENTS	YEAR(S) OF BIRTH	NATIONALITY	LAST MEDICAL EXAM
Married	2	1945, 49	U.S.A	Unknown
DATE OF LATEST SECURITY/OPERATIONAL APPROVAL		JOB TITLE		COMPONENT
Type B, 13 July 1964		Transcriber		DDP/WH/1

CONTRACT CATEGORY	EFFECTIVE DATE	EXPIRATION DATE	SALARY	GRADE EQUIVALENT	PROJECT OR FAN #
Type B	15 July 64	7 Sep 71	$3.67	GS-5/6	SUPPORT

BENEFITS	YES	NO
SOCIAL SECURITY	X	X
FECA DEATH AND DISABILITY	X	
ANNUAL AND SICK LEAVE	X	
CIVIL SERVICE RETIREMENT	X	
CIA RETIREMENT OR COMMERCIAL CIA ANNUITY		X
FEDERAL EMPLOYEES GROUP LIFE AND HEALTH INSURANCE	X	
CONTRACT LIFE AND HEALTH INSURANCE		X
MISSING PERSONS BENEFITS	X	
OTHER (EXPLAIN)		

NON-CIA EDUCATION

High School Graduate

DATES FROM - TO	EMPLOYER	LOCATION	FUNCTION	SALARY
1944-45	Cleveland Trust Company	Cleveland, Ohio	Bookkeeper	
1955-56	American Trust Company	San Leandro, California	Commercial Bookkeeper	

CIA TRAINING

CIA EMPLOYMENT HISTORY (BEGINNING WITH EOD)

DATES FROM - TO	FUNCTION	CONTR. CAT.	LOCATION	PROJECT	SALARY	GRADE EQUIV.
Apr 57-Jun 63	Clerk-Typist	Staff	Hqs		EOD as Resign, as	GS-4 GS-6
Jul 64-present	Transcriber	B	Mexico City	SUPPORT	$3.67	GS-5/6

SECRET

SECURITY

FACTORS AFFECTING SUBJECT (PUBLIC EXPOSURE - PRESS, RADIO, TV); KNOWN OR SUSPECTED IDENTIFICATION TO OTHER THAN CIA STAFF PERSONNEL, INTELLIGENCE, OR SECURITY SERVICES.

COVER

A. PRESENT COVER IS: ☐ OFFICIAL ☒ NON-OFFICIAL Performed her secretarial/transcribing duties outside the Station.

DIVISION EVALUATION OF COVER SECURITY:

Satisfactory

EVALUATION OF PERFORMANCE:

Satisfactory

ADAPTABILITY (SUBJECT AND FAMILY) TOWARDS DUAL LIFE

No problem.

B. PREVIOUS COVER WAS: ☒ OFFICIAL ☐ NON-OFFICIAL (GIVE BRIEF DESCRIPTION IF NOC)

MOBILITY

INDICATE LIMITING FACTORS BOTH PERSONAL AND OPERATIONAL

FUTURE UTILIZATION

INDICATE PLANS OR RECOMMENDATIONS FOR USE AFTER CURRENT ASSIGNMENT

None

14-00000

MESSAGE FORM
TOTAL COPIES: 21

SECRET

ROUTING AND/OR INITIALS - SEEN BY

1		5	
2		6	
3		7	
4		8	

ORIG: Bill Montgomery
UNIT: CCS/CTS
EXT: 6697
DATE: 12 October 1970

CABLE SECRETARIAT DISSEMINATION: 35 PER ___ # ___

☐ INDEX ☐ NO INDEX ☐ RETURN TO ______ BRANCH ☐ FILE RID
☐ FILE IN CS FILE NO. ______

INFO: CCS 2 FILE, VR, WH 8, OCC 2, OF 3, OP 3

(classification) (date and time filed) (elite) (reference number) (pica)

SECRET 13 OCT 70 21 47z CITE DIRECTOR 077157

MEXICO CITY

JBCENT/ADMIN

1. PLEASE ADVISE DOUGLAS J. FEINGLASS AND SANDRA B. CAZAZZUS THAT THE FLAT RATE TAX HAS INCREASED TO 18.4 PER CENT EFFECTIVE WITH PAY PERIOD ENDING 20 SEPTEMBER 1970.

2. STATION SHOULD START WITHHOLDING TAX AT HIGHER RATE IMMEDIATELY. DISPATCH FOLLOWS.

END OF MESSAGE

COORD: WH/F
WH/CON
WH/FI/NCC

C/WH/SS

C/CCS/CTS

14 OC...

RELEASING OFFICER

COORDINATING OFFICERS

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

AUTHENTICATING OFFICER

REPRODUCTION BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED.

COPY NO.

14-00000

SECRET

Miss Sandra B. CAZAZZUS

Dear Miss CAZAZZUS.

Reference is made to your contract with the United States Government, as represented by the Contracting Officer, effective 8 Sept. 1967, as amended, which expires 8 Sept. 1970.

Effective 8 Sept. 1970, said contract, as amended, is extended for one (1) year.

All other terms and conditions of said contract, as amended, remain in full force and effect.

UNITED STATES GOVERNMENT

By [signature]
Contracting Officer

Accepted:

Sandra B. Cazazzus

Witness:

Timothy M. [signature]

Approved:

Concur: [signature]
DDR/CCS

Date: 1970

REVIEWED:
/s/ Dow H. Luetscher
Special Contracting Officer

SECRET

14-00000

DISPATCH

SECRET

Chief of Station, Mexico City

Chief, WH Division
ADMIN/CONTRACTS
Sandra B. CAZAZZUS, Contract Provisions

Reference: HMMT-9892

1. Reference indicated Sandra B. CAZAZZUS is a Contract Employee who is required to perform her duties during various hours of the day as well as a varying number of hours in order to meet operational deadlines.

Reference asked that the contract for CAZAZZUS be amended to provide reimbursement of six hours per day when in a leave status and for paid holidays retroactively to 8 September 1967.

2. The request is answered by the Station's explanation--unless and until there has been established in advance a regular tour of duty, an individual is not eligible for leave or holiday pay (see FHB 20-1 and FR 20-13).

In the event the basic criteria is met (FHB 20-1), the effective date could not be retroactive.

Hugh E. WESTBY

Distribution: 2-COS, Mexico City

CROSS REFERENCE TO | DISPATCH SYMBOL AND NUMBER: HMMS-6559 | DATE: 22 SEP 1969
CLASSIFICATION | HQS FILE NUMBER

SECRET

1-WH/1
1-WH/Contracts
1-WH/Registry

OFFICE: WH/Contracts | Renehan :md (17 Sept 69) | EXT: 4460

OFFICE SYMBOL | DATE | OFFICER'S NAME
C/WH/1

RELEASING
OFFICE SYMBOL | DATE | OFFICER'S SIGNATURE
C/WH/SS | George R. Thompson

☐ UNCLASSIFIED ☐ INTERNAL ONLY ☐ CONFIDENTIAL ☒ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Anna A. Tarasoff

FROM:	EXTENSION	NO.
RID/D&P/INCOMING GB-12	x7737	Hornet 9892
		DATE 10 SEP 1969

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Chief/WH/Reg.	11 SEP 1969		[initials]	
2.				
3. C/WH/SS			[initials]	
4.				?
5. WH/contract	13 Sept 69	13 Sept	[initials]	
6. C/WH/1			[initials]	Your comments please. Subject's contract already provides for sick and annual leave effective 15 July 64, and she is considered a part-time contract employee on a regularly scheduled tour of duty. Subject's contract does not provide for overtime and holiday time. Her contract would have to be amended to include this provision.
7.				
8. WH/Contracts				6-8 Pls advise that under terms of contract cannot approve Para 3 request. [signature]
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM 3-62 610 USE PREVIOUS EDITIONS ☒ SECRET ☐ CONFIDENTIAL ☐ INTERNAL USE ONLY ☐ UNCLASSIFIED

14-00000

DISPATCH

CLASSIFICATION: SECRET

PROCESSING ACTION: MARKED FOR INDEXING / NO INDEXING REQUIRED / ONLY QUALIFIED DESK CAN JUDGE INDEXING / MICROFILM

TO: Chief, WH Division

INFO.

FROM: Chief of Station, Mexico City

SUBJECT: ADMIN/CONTRACTS
Sandra B. CAZAZZUS (C/E) (132830) - Contract Entitlements

ACTION REQUIRED - REFERENCES

References: A. Book Dispatch - 6496
B. Book Dispatch - 6144

1. Subject is a contract employee who is required to perform her duties during various hours of the day (including a varying number of hours) in order to meet operational deadlines.

2. Even though CAZAZZUS' contract allows her annual and sick leave benefits, she has not been reimbursed for any leave during the period 8 September 1967 to the present. In addition, the Station has not reimbursed her for any holidays, WOLADY or local, while other contract employees whose contracts call for a regularly scheduled tour of duty, have received compensation.

3. Since subject has worked an average of 30 hours per week, with Headquarters concurrence, it is recommended that she be reimbursed six hours per day when in a leave status and for paid holidays retroactively to 8 September 1967, the effective date of her present contract.

for/John A. KAEBERT

Distribution:
3 - C/WHD

CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE
	HMMT - 9892	3 September 1969
	CLASSIFICATION: SECRET	HQS FILE NUMBER

SECRET

MEMORANDUM FOR : Office of Finance

FROM : Contract Personnel Division

SUBJECT : Contract Extension for.

[illegible] B Ca[illegible]

~~[illegible]~~

1. Effective 8 September 1969 the contract (as amended) for the subject individual, effective 8 September 1967 is extended for a period of one (1) year.

2. All other terms and conditions of the contract (as amended) remain in full force and effect.

UNITED STATES GOVERNMENT

BY ______________________
Contracting Officer

RB/DA
5 Sept. 69

SECRET

Group 1 Excluded from automatic downgrading and declassification

14-00000

SECRET

MEMORANDUM FOR: Chief, Contract Personnel Division

SUBJECT : Contract Extension

It is requested that the contract for the following named individual(s) be amended to extend the term as indicated.

CAZAZZUS, Sandra B. Through 7 September 1970

William V. Broe
Chief
Western Hemisphere Division

SECRET

SECRET

DATE:

CTC No. ____________

MEMORANDUM FOR: Director of Finance

ATTENTION: Chief, Compensation and Tax Division

VIA: Chief, Contract Personnel Division

SUBJECT: Tax Assessment for ____________

1. A flat rate covert tax assessment of this individual's gross, taxable Agency entitlements has been approved as indicated below. An acknowledged Letter of Tax Instruction has been ☐ will ☐ will not ☐ be forwarded. The Station/Base will be ☐ has been ☐ advised of this assessment.

Tax Assessment Rate	Effective Date
[illegible]eventeen an[illegible] three-tenth[illegible] ([illegible]) per cent	14 [illegible]

2. This is a new assessment ☐ a revised assessment ☐.

3. Other payroll factors pertinent to this tax assessment action are as follows:

CONTACT APPROVAL:

/s/ Dow H. Luetscher

Chief, C.P.D.

APPROVED:

____

Executive Secretary, Covert Tax Board

DISTRIBUTION: Orig & 1 - Addressee; 1 Copy CPD; 1 Copy Area Division; 2 Copies CCS

FORM 2643 9-69 OBSOLETE PREVIOUS EDITION

SECRET

(1-4-21)

3 - CPD

S E C R E T

Chief of Station, Mexico City

Chief, WOGAME

Douglas J. FEINGLASS (p)
ADM/JBCENT - Sandra B. CAZAZZUS (p) - Revision of Tax Assessment Rate

REFERENCE: Letter of Tax Instruction, HMMS-5711, 14 Dec 1967

1. Please advise FEINGLASS that his flat rate percentage tax assessment has been revised by the Tax Staff from thirteen and nine-tenths (13.9) per cent, established by reference, to twenty and eight-tenths (20.8) per cent, effective 29 June 1969, T/Y 1969. This revision is necessary as his income and tax position have changed to such a degree as to make the previous tax assessment rate unrealistic. A computation of the revised tax rate is attached.

2. This assessment revision is incorporated by reference as an amendment to FEINGLASS' Letter of Tax Instruction.

3. From the information submitted to the Tax Staff, it appears that FEINGLASS' daughter qualifies as a dependent. The new tax computations are based on five exemptions. Also, FEINGLASS should list five exemptions on his 1969 tax return.

VICTOR D. UNITSKY

Attachment: As Noted

Distribution:
Orig. & 1 - COS (w/att)
1 - C/CPD (wo/att)
1 - OF/C&TD/CPB (wo/att)
1 - C/WH/1 (wo/att)
1 - WH/Contracts

HMMS-6524 11 August 1969

GROUP 1
Excluded from automatic downgrading and declassification

S E C R E T

14-00000

NOTE FOR FILE:

CAZAZZUS' husband's (FEINGLASS) retirement date extended to Nov. 70.

25 JUN 1969

14-00000

DISPATCH	CLASSIFICATION SECRET/[redacted]		PROCESSING
			MARKED FOR INDEXING
		XX	NO INDEXING REQUIRED
			ONLY QUALIFIED DESK CAN JUDGE INDEXING
			MICROFILM

TO
Chief, WH Division

INFO.
Chief, SB Division

FROM
Chief of Station, Mexico City

SUBJECT
Annual Fitness Report - Sandra B. CAZAZZUS

ACTION REQUIRED - REFERENCES

1. Attached are copies of an Annual Fitness Report on Sandra B. CAZAZZUS.

2. CAZAZZUS and her husband make a good and efficient team on the duties assigned to them.

Willard C. CURTIS

orig routed to:
WH/CXO, 11 Feb 69
DC/WHD 11 Feb 69
WH/1 ?
WH/contracts, 18 Feb 69
CPD 19 FEB 1969

Attachment: herewith

Distribution:
(2) - C/WH Division w/att.
1 - C/SB Division w/o att.

CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE
	HMMT-9523	29 January 1969
	CLASSIFICATION SECRET/[redacted]	HQS FILE NUMBER

SECRET

FIELD TRANSMITTAL - FITNESS REPORT

INSTRUCTIONS

The following items of the Fitness Report will NOT be completed by field personnel preparing the report for transmitted to Headquarters:

SECTION A, items 1, 6, and 7

SECTION D, items 1, 2, and 3 *(Only in respect to "Typed or Printed Name and Signature")*

1. I CERTIFY THAT I HAVE SEEN THIS FITNESS REPORT	DATE	TYPED OR PRINTED NAME AND SIGNATURE OF EMPLOYEE (In pseudonym)
	28 January 1969	Sandra B. CAZAZZUS Sandra B. Cazazzus

2. I CERTIFY THAT, EXCEPT FOR ITEMS OMITTED UNDER THE ABOVE INSTRUCTIONS, ALL ITEMS APPEARING ON THE ATTACHED FITNESS REPORT HAVE BEEN COMPLETED UNDER PROVISIONS OF CURRENT INSTRUCTIONS OR REGULATIONS

DATE	TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR (In pseudonym)
28 January 1969	Francis J. COIGNE Francis Coigne
DATE	**TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL (In pseudonym)**
28 January 1969	Willard C. CURTIS Willard C. Curtis

SPECIAL NOTE

Fitness Reports must be prepared with due regard for security considerations. For example, in the case of administrative and support personnel and others whose duties do not in themselves reveal sources of information and methods of operation, it is normally expected that a complete and realistic statement of specific duties may be reported in Section B. However, the nature, source, purpose or disposition of information or operations will not be included. On the other hand, the position titles and description of specific duties of certain other employees may jeopardize security and should not be fully reported on this form. In these cases, general statements of specific duties will be included in Section B indicating the level of responsibility.

FORM 4-62 45a OBSOLETE PREVIOUS EDITIONS. SECRET (4)

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

GENERAL

SECTION A

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
CAZAZZUS Sandra B.	5 May 1923	F		

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Contract Employee	DDP/WH/1	Mexico City

9. CHECK (X) TYPE OF APPOINTMENT
- CAREER
- RESERVE
- TEMPORARY
- CAREER-PROVISIONAL (See instructions - Section C)
- X SPECIAL (Specify): Contract employee

10. CHECK (X) TYPE OF REPORT
- INITIAL
- XX ANNUAL
- SPECIAL (Specify):
- REASSIGNMENT SUPERVISOR
- REASSIGNMENT EMPLOYEE

11. DATE REPORT DUE IN O.P.

12. REPORTING PERIOD (From- to-) 1 January 1968 thru 31 December 1968

PERFORMANCE EVALUATION

SECTION B

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Selecting and processing transcripts in Spanish and English into workable format for Station analysis and filing.	S
SPECIFIC DUTY NO. 2: Handling administrative matters for her husband.	S
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

	Rating Letter
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

FORM 4-65 45 USE PREVIOUS EDITIONS

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

SECRET
(When Filled In)

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This employee continues to assist and compliment her husband, a Staff Agent, in an unusually efficient team. She pre-edits transcribed materials and puts usable material into a form roady for filing, thus saving analytical and clerical time in the Station. Her knowledge of Russian and Spanish, analytical ability, overall efficiency and interest in her work all contribute to a fine performance.

SECTION D	CERTIFICATION AND COMMENTS	
1.	BY EMPLOYEE	
	I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT	
DATE 28 January 1969	SIGNATURE OF EMPLOYEE Sandra B. CA[illegible]US (signed in pseudo on Field Transmittal)	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 28 January 1969	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE (signed in pseudo on Field Transmittal) Paul L. Dillon
3.	BY REVIEWING OFFICIAL	
COMMENTS OF REVIEWING OFFICIAL		

The reviewing officer concurs with this report. Subject and her husband continue to form an efficient and valuable team.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
28 January 1969	Chief of Station	(signed in pseudo on Field Transmittal.) Winston M. Scott

SECRET

14-00000

DISPATCH

CLASSIFICATION: SECRET

PROCESSING ACTION: MARKED FOR INDEXING; XX NO INDEXING REQUIRED; ONLY QUALIFIED DESK CAN JUDGE INDEXING; MICROFILM

TO: Chief, WOMOLD

INFO.: Chief, WH Division   Contacts

FROM: Chief of Station, Mexico City

SUBJECT: ADMINISTRATIVE/TRAINING
Language Training

ACTION REQUIRED - REFERENCES

ACTION REQUIRED: Information Only

As of 1 March 1968 the below listed personnel were receiving voluntary Spanish language training paid for by the organization or LNGOLD:

Sandra B. CAZAZZUS
Francis J. COIGNE
Humphrey K. FEADSHIP
Douglas J. FEINGLASS
Henry N. LANGDON
Keith R. LEVENDERIS
Wanda G. PANKPINTO
Clárice F. PARDECK
Cora B. RAUSKIND
Joseph F. TRECANTI

and the wives of Walter W. CORNBURY and Gerald D. FAHLANGER.

for/Willard C. CURTIS

DISTRIBUTION:
2 - Chief, WOMOLD
2 - Chief, WH Division

CROSS REFERENCE TO

DISPATCH SYMBOL AND NUMBER: HMMT-8919

DATE: 9 April 1968

CLASSIFICATION: SECRET

HQS FILE NUMBER

ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE

FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

IMPORTANT AGENCY INSTRUCTIONS ON BACK OF ORIGINAL

TO COMPLETE THIS FORM—

1 FOLLOW THESE GENERAL INSTRUCTIONS:

- Read the back of the "Duplicate" carefully before you fill in the form.
- Fill in BOTH COPIES of the form. Type or use ink.
- Do not detach any part.

2 FILL IN THE IDENTIFYING INFORMATION BELOW (please print or type):

NAME (last) (first) (middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
CAZAZZUS Sandra B	1923	
EMPLOYING DEPARTMENT OR AGENCY	LOCATION (City, State, ZIP Code)	

3 MARK AN "X" IN ONE OF THE BOXES BELOW (do NOT mark more than one):

Mark here if you WANT BOTH optional and regular insurance ☐ (A)

ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE

I elect the $10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

Mark here if you DO NOT WANT OPTIONAL but do want regular insurance ☒ (B)

DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE

I decline the $10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

Mark here if you WANT NEITHER regular nor optional insurance ☐ (C)

WAIVER OF LIFE INSURANCE COVERAGE

I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the $10,000 additional optional insurance unless I have the regular insurance.

4 SIGN AND DATE. IF YOU MARKED BOX "A" OR "C", COMPLETE THE "STATISTICAL STUB." THEN RETURN THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.

SIGNATURE (do not print)

Sandra B. Cazazzus

DATE

14 February 1968

FOR EMPLOYING OFFICE USE ONLY

(official receiving date stamp)

MAR 5 '68 CONT[illegible]

See Table of Effective Dates on back of Original

DUPLICATE COPY—For Agency Use

STANDARD FORM No. 176-T
JANUARY 1968
(For use only until April 14, 1968)
176-101

ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE

Approved BoB 60-R0 385

Statistical Stub (SF 176-T)

To be completed only by employees who checked either box "A" or box "C" on the election form.
The purpose of this stub is to furnish statistics on the initial registration under the liberalized life insurance program.

1. Which box did you check?	Box A	☐	1
	Box C	☐	2
2. Did you have regular insurance under the Federal Employees Group Life Insurance Program on January 1, 1968?	Yes	☐	1
	No	☐	2
3. Your sex?	Male	☐	1
	Female	☐	2
4. Are you now married?	Yes	☐	1
	No	☐	2
... born?			

14-00000

DISPATCH

CLASSIFICATION: SECRET

PROCESSING ACTION: MARKED FOR INDEXING / NO INDEXING REQUIRED / ONLY QUALIFIED DESK CAN JUDGE INDEXING / MICROFILM

TO: Chief of Station, Mexico City

INFO.

FROM: Chief, Western Hemisphere Division

SUBJECT: Sandra B. CAZZAZUS

ACTION REQUIRED - REFERENCES

Please forward a completed form 89 on Sandra B. CAZZAZUS for review by the Medical Staff.

Hugh E. WESTBY

Distribution:
2-COS, Mexico City

CROSS REFERENCE TO

DISPATCH SYMBOL AND NUMBER: HMMS-5798

DATE

CLASSIFICATION: SECRET

HQS FILE NUMBER

ORIGINATING

OFFICE	OFFICER	TYPIST	EXT.
WH/Personnel	PPMacDougall	lvr *6 Feb 68	681

COORDINATING

	OFFICE SYMBOL	DATE	OFFICER'S NAME
1 - WH/Pers			
1 - WH/Reg	C/WH/Pers		
1 - WH/1	C/WH/1		

RELEASING

OFFICE SYMBOL	DATE	OFFICER'S SIGNATURE
C/WH/SS		George R. Thompson

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
CAZAZZUS Sandra B.	5 May 1923	F		

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Contract Employee	DDP/WH/1	Mexico City

9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
	CAREER	RESERVE / TEMPORARY		INITIAL	REASSIGNMENT SUPERVISOR
	CAREER-PROVISIONAL (See instructions - Section C)		XX	ANNUAL	REASSIGNMENT EMPLOYEE
X	SPECIAL (Specify): Contract employee			SPECIAL (Specify):	

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
	1 January 1968 thru 31 December 1968

SECTION B PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

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S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Selecting and processing transcripts in Spanish and English into workable format for Station analysis and filing.	S
SPECIFIC DUTY NO. 2: Handling administrative matters for her husband.	S
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

	Rating Letter
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This employee continues to assist and compliment her husband, a Staff Agent, in an unusually efficient team. She pre-edits transcribed materials and puts usable material into a form ready for filing, thus saving analytical and clerical time in the Station. Her knowledge of Russian and Spanish, analytical ability, overall efficiency and interest in her work all contribute to a fine performance.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
28 January 1969	Sandra B. CAZAZZUS (signed in pseudo on Field Transmittal)

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
28 January 1969		(signed in pseudo on Field Transmittal) Paul L. Dillon

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

The reviewing officer concurs with this report. Subject and her husband continue to form an efficient and valuable team.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
28 January 1969	Chief of Station	(signed in pseudo on Field Transmittal.) Winston M. Scott

SECRET

14-00000

SECRET

FIELD TRANSMITTAL - FITNESS REPORT

INSTRUCTIONS

The following items of the Fitness Report will NOT be completed by field personnel preparing the report for transmitted to Headquarters:
SECTION A, items 1, 6, and 7
SECTION D, items 1, 2, and 3 (Only in respect to "Typed or Printed Name and Signature")

1. I CERTIFY THAT I HAVE SEEN THIS FITNESS REPORT	DATE	TYPED OR PRINTED NAME AND SIGNATURE OF EMPLOYEE (In pseudonym)
	28 January 1969	Sandra B. CAZAZZUS

2. I CERTIFY THAT, EXCEPT FOR ITEMS OMITTED UNDER THE ABOVE INSTRUCTIONS, ALL ITEMS APPEARING ON THE ATTACHED FITNESS REPORT HAVE BEEN COMPLETED UNDER PROVISIONS OF CURRENT INSTRUCTIONS OR REGULATIONS

DATE	TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR (In pseudonym)
28 January 1969	Francis J. COIGNE

DATE	TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL (In pseudonym)
28 January 1969	Willard C. CURTIS

SPECIAL NOTE

Fitness Reports must be prepared with due regard for security considerations. For example, in the case of administrative and support personnel and others whose duties do not in themselves reveal sources of information and methods of operation, it is normally expected that a complete and realistic statement of specific duties may be reported in Section B. However, the nature, source, purpose or disposition of information or operations will not be included. On the other hand, the position titles and description of specific duties of certain other employees may jeopardize security and should not be fully reported on this form. In these cases, general statements of specific duties will be included in Section B indicating the level of responsibility.

FORM 4-62 45a OBSOLETE PREVIOUS EDITIONS. SECRET (4)

DISPATCH

CLASSIFICATION: SECRET

PROCESSING ACTION: MARKED FOR INDEXING / NO INDEXING REQUIRED / ONLY QUALIFIED DESK CAN JUDGE INDEXING / MICROFILM

TO: Chief of Station, Mexico City

INFO.:

FROM: Chief, WOGAME

SUBJECT: AIR/JECENT - FEINGLASS/CAZAZZUS - Tax Administration

ACTION REQUIRED - REFERENCES

REF: HMMT-8732, 15 December 1967

1. Forwarded under separate cover is the name and address of the notional organization for FEINGLASS to use on his tax return. Also forwarded under separate cover is a brief outline of the nature of the notional.

2. As previously discussed in a Headquarters tax briefing, this notional would not issue any tax documentation and was not to be used for any purpose other than their tax return. This return was to be kept in a safe place, since the return would indicate a different cover than what they are using in Mexico.

3. In the event FEINGLASS ever indicates that the use of the notional is necessary for purposes other than the tax return, this requirement should be cleared by Headquarters prior to actual use.

VICTOR D. UNITSKY

Distribution:
Orig. & 1 - COS (w/SCA)
1 - WH/Contracts (wo/att)

Attachment (USC)

14-00000

SECRET

FIELD TRANSMITTAL - FITNESS REPORT

INSTRUCTIONS

The following items of the Fitness Report will NOT be completed by field personnel preparing the report for transmittal to Headquarters:
SECTION A, Items 1, 6, and 7
SECTION D, Items 1, 2, and 3 *(Only in respect to "Typed or Printed Name and Signature")*

1. I CERTIFY THAT I HAVE SEEN THIS FITNESS REPORT	DATE	TYPED OR PRINTED NAME AND SIGNATURE OF EMPLOYEE (In pseudonym)
	16 FEB. 68	Sandra B. CAZAZZUS [signature]

2. I CERTIFY THAT, EXCEPT FOR ITEMS OMITTED UNDER THE ABOVE INSTRUCTIONS, ALL ITEMS APPEARING ON THE ATTACHED FITNESS REPORT HAVE BEEN COMPLETED UNDER PROVISIONS OF CURRENT INSTRUCTIONS OR REGULATIONS

DATE	TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR (In pseudonym)
16 Feb 1968	Francis J. COIGNE [signature]
DATE	**TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL (In pseudonym)**
16 Feb 1968	Willard C. CURTIS [signature]

SPECIAL NOTE

Fitness Reports must be prepared with due regard for security considerations. For example, in the case of administrative and support personnel and others whose duties do not in themselves reveal sources of information and methods of operation, it is normally expected that a complete and realistic statement of specific duties may be reported in Section B. However, the nature, source, purpose or disposition of information or operations will not be included. On the other hand, the position titles and description of specific duties of certain other employees may jeopardize security and should not be fully reported on this form. In these cases, general statements of specific duties will be included in Section B indicating the level of responsibility.

FORM 4-62 45a OBSOLETE PREVIOUS EDITIONS. SECRET (4)

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
CAZAZZUS Sandra B.	5 May 23	F		

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Contract Employee	DDP/WH	Mexico City

9. CHECK (X) TYPE OF APPOINTMENT
- CAREER
- RESERVE
- TEMPORARY
- CAREER-PROVISIONAL (See Instructions - Section C)
- XX SPECIAL (Specify): Contract Employee

10. CHECK (X) TYPE OF REPORT
- INITIAL
- REASSIGNMENT SUPERVISOR
- XX ANNUAL
- REASSIGNMENT EMPLOYEE
- SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.

12. REPORTING PERIOD (From- to-): 1 January 1967 - 31 December 1967

SECTION B — PERFORMANCE EVALUATION

W - Weak	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
A - Adequate	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
P - Proficient	Performance is more than satisfactory. Desired results are being produced in a proficient manner.
S - Strong	Performance is characterized by exceptional proficiency.
O - Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise *(indicate number of employees supervised)*.

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1: Selecting and processing transcripts in Spanish and English into workable format for Station analysis and filing.	S
SPECIFIC DUTY NO. 2: Handling administrative matters for her husband.	S
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

14-00000

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Subject continues to complement her husband as a part of an efficient team. Her expeditious processing of transcript materials (so that they come to the Station ready for filing) saves the Station a great deal of work and time. Her language and analytical abilities are utilized to pre-edit material and cut out the superflous. She continues to show interest in her work at which she is very efficient.

SECTION D — **CERTIFICATION AND COMMENTS**

1. **BY EMPLOYEE**

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
16 Feb 68	/s/ Sandra B. CAZAZZUS

2. **BY SUPERVISOR**

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
29		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
16 Feb 68		/s/ Francis J. COIGNE

3. **BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL

The Reviewing Officer concurs in this Report. This employee and her husband form an efficient and valuable team.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
16 Feb 1968	Chief of Station	/s/ Willard C. CURTIS

SECRET

14-00000

If typewriter is not available, bear down with ballpoint pen to make legible copies.

Standard Form No. 2809
U.S. Civil Service Commission
FPM Supplement 890-1
June 1967

HEALTH BENEFITS REGISTRATION FORM

FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM

New Carrier's Control No. 11252435

Old Carrier's Control No.

TO EMPLOYING OFFICE: SHOW OLD CARRIER'S CONTROL NUMBER ONLY IF ELECTION IS TO CANCEL ENROLLMENT OR TO CHANGE OPTIONS OR TYPE OF ENROLLMENT IN THE SAME PLAN.

PART A — ALL WHO REGISTER MUST FILL IN THIS PART.

1. NAME (LAST) (FIRST) (MIDDLE INITIAL): Tarasoff, Anna A.
2. DATE OF BIRTH (Use numbers): MONTH / DAY / YEAR
3. ARE YOU NOW MARRIED? YES [1] NO [2]
4. YOUR MAILING ADDRESS (NUMBER AND STREET) (CITY) (STATE) (ZIP CODE)
5. SEX MALE [1] FEMALE [2]

IMPORTANT

IT IS ILLEGAL FOR AN EMPLOYEE OR A MEMBER OF HIS FAMILY TO BE COVERED UNDER MORE THAN ONE ENROLLMENT. IF YOU ARE ALREADY COVERED THROUGH THE FAMILY ENROLLMENT OF ANOTHER FEDERAL OR DISTRICT OF COLUMBIA EMPLOYEE OR ANNUITANT YOU MUST REGISTER NOT TO ENROLL OR THE OTHER ENROLLMENT MUST BE CANCELED OR CHANGED TO SELF ONLY. SIMILARLY, IF A FAMILY MEMBER LISTED BY YOU IN PART B IS COVERED THROUGH HIS (OR HER) OWN ENROLLMENT, YOU CANNOT ELECT A FAMILY ENROLLMENT UNLESS THE FAMILY MEMBER CANCELS HIS (OR HER) ENROLLMENT.

PART B — FILL IN THIS PART IF YOU WISH TO ENROLL OR CHANGE YOUR ENROLLMENT IN A HEALTH BENEFITS PLAN.

If enrollment is for self only, answer item 1. If enrollment is for self and family, also answer item 2.

IF YOU ARE CHANGING YOUR ENROLLMENT ALSO FILL IN PART D.

1. I elect to enroll in a health benefits plan as shown below. I authorize deductions from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from back page of brochure of the plan you select.)

NAME OF PLAN	OPTION (HIGH OR LOW)	ENROLLMENT CODE NUMBER

2. In space below list all eligible family members without exception. List your wife or husband first, then your unmarried children under age 22, including (a) legally adopted children and (b) stepchildren, foster children, and illegitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 22 who became disabled before age 22 and who, because of the disability, is incapable of self support. (Attach a doctor's certificate for a disabled child age 22 or over, if one is not already on file.) DO NOT LIST PARENTS OR OTHERS WHO ARE NOT ELIGIBLE FAMILY MEMBERS. THEY WILL NOT RECEIVE BENEFITS, EVEN IF THEY ARE DEPENDENT ON YOU AND ARE LISTED.

NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)	NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)
Wife or Husband	1		6
	2		7
	3		8
	4		9
	5		10

PART C — FILL IN THIS PART IF YOU WISH NOT TO ENROLL OR IF YOU WISH TO CANCEL YOUR ENROLLMENT.

PLACE AN "X" IN ITEM 1 OR 2, WHICHEVER APPLIES

1. I ELECT NOT TO ENROLL IN A PLAN UNDER THE FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM. [X]

Covered on husb's policy

2. I ELECT TO CANCEL MY PRESENT ENROLLMENT UNDER THE CODE NUMBER SHOWN BELOW [ ]

Present Enrollment Code Number

PART D — FILL IN THIS PART, AS WELL AS PART B, TO CHANGE YOUR ENROLLMENT.

ANSWER ITEMS 1, 2, AND 3 TO SHOW ENROLLMENT CODE BEING CHANGED AND ELIGIBILITY FOR CHANGE

1. ENROLLMENT CODE NUMBER OF PRESENT PLAN
2. NUMBER OF EVENT WHICH PERMITS CHANGE. (See table on back of duplicate for proper number.)
3. DATE OF EVENT WHICH PERMITS CHANGE. MONTH / DAY / YEAR

PART E — ALL WHO REGISTER MUST FILL IN THIS PART.

Norma Sue Carpenter for
Anna A. Tarasoff
(YOUR SIGNATURE—DO NOT PRINT)

12-28-67
(DATE)

WARNING.—Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than $10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001.)

PART F — TO BE COMPLETED BY AGENCY.

1. NAME AND ADDRESS (INCLUDING ZIP CODE) OF EMPLOYING OFFICE

HEALTH BENEFITS OFFICER (ALTERNATE)

(SIGNATURE OF AUTHORIZED AGENCY OFFICIAL)

2. DATE RECEIVED IN EMPLOYING OFFICE: 12-28-67
3. EFFECTIVE DATE OF ELECTION: 12-31-67
4. PAYROLL OFFICE NO.
5. SF 2811 REPORT NO.

REMARKS — FOR USE ONLY BY AGENCY.

Contract Emp.
9-8-67
WH

5132830

2809-109

Triplicate—For Official Personnel Folder

14-00000

SECRET

DATE 22 November 1967

MEMORANDUM FOR: Chief, Insurance Branch/BSD/OP
Benefits and Services Division

This is to advise you that Anna A. Tarasoff has been employed under an Agency personal services contract effective 8 September 1967. The Contract authorizes participation in Civil Service Retirement, FEGLI and Federal Health Insurance.

Subject's contract is the administrative responsibility of DDP/WH.

Dow H. Luetscher
Chief
Contract Personnel Division

SECRET

Group 1 - Excluded from automatic downgrading and declassification

S E C R E T

Chief of Station, Mexico City X

Chief, Western Hemisphere Division

Sandra B. CAZAZZUS, Contract

Action Required: As Noted

References : A. HD-6144
B. MEXICO CITY 2718

1. In view of Reference B and inasmuch as Sandra B. CAZAZZUS was in the Headquarters area, a new contract was prepared granting her the benefits of Reference A. The contract was signed by CAZAZZUS and has been forwarded for related processing.

2. Attached is a copy of the contract effective 8 September 1967 for CAZAZZUS. She elected FEGLI but declined the health insurance as she is included under her husband's policy. CAZAZZUS was thoroughly briefed on the provisions of the contract as well as the provisions of her previous contract.

STATION ACTION:

As CAZAZZUS is payrolled by the Station, related deductions for the new benefits (Civil Service Retirement and FEGLI) are to be made by the Station. Social Security deductions will, of course, cease as there is no cover requirement for mandatory Social Security coverage.

3. During the briefing, CAZAZZUS inquired about the use of sick leave. She was informed sick leave can be used in the same manner and per the same regulations as when she was formerly a

(continued)

Attachment:
As stated

Distribution:
2-COS, Mexico City, w/att, h/w

HMGS - 5679

S E C R E T

WH/Contracts/WSRenehan: gms (17 Nov 67) 4460

1-WH/Contracts w/att
1-WH/1 w/att
1-WH/Reg wo/att

C/WH/1

staffer. The point involved was whether she had been granted sick leave during her "maternity leave" in 1965. She was advised that possibly she did receive payment covering the period which her accrued sick leave represented; and, possibly at that time she had only a minimal balance accrued.

STATION ACTION:

It is suggested the Station review her leave/pay account for the above cited period and advise her of the details involved.

Should the records reflect she had a balance but was not provided the leave, a pay adjustment may be made up to the balance at that time with an appropriate reduction of her current sick leave balance. NOTE: She was advised she could not have sick leave accrued since that time applied retroactively.

It is further suggested the Station Admin or Finance Officer conduct the briefing due to the necessity for the briefer to have a rather technical knowledge of leave.

Hugh E. WESTBY

8 Sep 67

Miss Sandra B. Cazazzus

Dear Miss Cazazzus:

The United States Government, as represented by the Contracting Officer of this organization, hereby contracts with you, as a contract employee under the terms and conditions set forth below:

1. New Benefits. By virtue of your employment relationship under this agreement you are:

(a) Covered under the Civil Service Retirement Act in conformance with rules and regulations applicable to appointed employees of this organization. From the basic compensation paid you hereunder there shall be deducted the appropriate rate percentage (presently 6-1/2%) for deposit and eventual crediting to the Civil Service Retirement Fund. Social Security deductions required by virtue of your cover activities will not be reimbursed you by this organization.

(b) Covered under the Federal Employees Group Life Insurance Act in conformance with rules and regulations applicable to appointed employees of this organization unless you execute a written waiver of such coverage. The Government is presently authorized to bear a portion of the premium cost, you will bear the remainder.

(c) Eligible for coverage under the Federal Employees Health Benefits Act in conformance with rules and regulations applicable to appointed employees of this organization. The Government is presently authorized to bear a portion of the premium cost, you will bear the remainder. Because of your eligibility under this Act (whether or not you choose to enroll), your coverage under the contract employees health program shall cease thirty-one (31) days after the effective date of this agreement.

2. Your previous contract with the United States Government, effective 15 July 1964, is herein terminated by mutual consent of the parties thereto.

3. All provisions of said previous contract not in conflict with this agreement are incorporated by reference into and made a part of this agreement.

14-00000

SECRET

4. This agreement is effective as of 8 September [illegible] and shall continue thereafter for two (2) years unless sooner terminated as set forth in your previous contract. If this agreement becomes effective during an overseas assignment nothing contained herein shall be construed as extending that assignment beyond its originally contemplated duration or invalidating your entitlement to return travel expenses (if applicable) upon completion of that assignment.

UNITED STATES GOVERNMENT

BY ____________________
Contracting Officer

ACCEPTED:

____
Sandra B. Cazazzus

WITNESS:

____

APPROVED:

____

DISPATCH

SECRET

TO	Chief of Station, Mexico City
INFO	
FROM	Chief, [illegible]
SUBJECT	[illegible]/[illegible] - [illegible]/[illegible] - Tax Handling
ACTION REQUIRED - REFERENCES	

MARKED FOR INDEXING

NO INDEXING REQUIRED

ONLY QUALIFIED DESK CAN JUDGE INDEXING

MICROFILM

The [illegible] Tax Committee has approved a flat rate assessment of [illegible]/[illegible]'s Federal tax obligation, beginning with tax year 1967. Attached is the letter of tax instruction which [illegible] should review. The original must be signed and returned to Headquarters.

VICTOR D. [illegible]

Distribution:
Orig. & 1 - COS (w/att)
1 - [illegible]/Contracts (w/att)

CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE
	[illegible]-5711	6 December 1967
	CLASSIFICATION	HQS FILE NUMBER
	SECRET	

14 1966

Letter of Tax Instruction for FEINGLASS/CAZAZZUS

1. Based on discussions held with tax representatives of the Organization, an assessment of your Organizational income has been approved to satisfy your Federal tax obligation.

2. The assessment computation is based on an estimate of your taxable compensation from the Organization and your estimate of other income from outside sources. The assessment computation results in a percentage of your salary being withheld each pay period to completely satisfy your tax obligation. For tax year 1967 thirteen and nine-tenths (13.9) per cent will be withheld, effective 28 August 1967. The computation is attached.

3. In computing your assessment rate, you have been granted a basic tax credit of $250.00. This credit is not guaranteed, but is granted to give reasonable assurance that you will not pay a higher tax than you would under ordinary reporting procedures.

4. Future changes in your income or tax status may justify a revision of the assessment rate. In this event this agreement would be amended accordingly.

5. It is important that you file a tax return directly with Internal Revenue that is consistent with your cover status. Care and accuracy in preparing this return are necessary. Any tax liability resulting from the tax computation on this return will be satisfied by your own funds. A certified true copy of this tax return must be forwarded to us upon your submission of the original to Internal Revenue. Provided below are specific criteria to assist you in the preparation of the tax return:

A. You will be provided with the name of a notional organization to be used on your 1967 tax return. The only income you will report will be income shown on your (FEINGLASS) earning statement. You will not report your wife's income or tax withholding nor will you report any withholding that was made from your salary.

B. The income that is shown (using the notional as a source) will be reported on the Form 2555 (Statement to Support Exemption of Income Earned Abroad) and will be exempted from tax, due to your residence overseas. You will base your exemption on physical presence abroad. For tax year 1967 you will report your income as being earned prior to hom leave and therefore fully excludable because the qualifying period, which ended on the date you left Mexico for home leave, included an eighteen-month period abroad.

C. Other income must also be reported on this tax return, including interest from the Credit Union, which will be indicated without identifying the Credit Union by name.

6. You may request an advance of funds for payment of foreign income or related (income) taxes assessed against income received from or guaranteed by the Organization. Accounting for these funds will be made in the form of copies of the receipted tax bills (or other acceptable tax documents) which will be forwarded to the home office for approval and write-off of expense.

7. Please acknowledged the original of this letter and return to Headquarters, attention: Covert Tax Committee.

8. We appreciate your cooperation in arranging these details.

VICTOR D. UNITSKY
Secretary
Covert Tax Committee

Acknowledged:

____

Date__________________________

14-00000

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED | CONFIDENTIAL | SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Pinchon		
2			
3		11/17 2:30	
4			
5			
6			

	ACTION		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN
	CONCURRENCE		INFORMATION		SIGNATURE

Remarks:

Mr. Kaufman reviewed and declined to coordinate, feeling that time was no longer appropriate for this message.

file

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
J. Fisher	

UNCLASSIFIED | CONFIDENTIAL | SECRET

FORM NO. 1-67 237 Use previous editions (40)

FORM 7-66 12 USE PREVIOUS EDITIONS

1. MESSAGES ARE CONSIDERED ROUTINE UNLESS A HIGH PRECEDENCE IS INDICATED IN THE ADDRESS LINE.
2. SEND ... NAL AND YELLOW COPY TO CABLE SECRETARIAT, ... SUPPORTING DOCUMENTS.
3. DO NOT ERASE ... OUT AND CONTINUE TYPING. DO NOT EXCEED ... TYPEWRITTEN CHARACTERS PER LINE, INCLUDING S... END TEXT LINES WITHIN THE RIGHT MARGIN GUIDE ... OPRIATE FOR YOUR TYPEWRITER.

MESSAGE FORM
TOTAL COPIES:

SECRET

ROUTING AND/OR INITIALS - SEEN BY			
1		6	
2		7	
3		8	
4		9	
5		10	

ORIG: WSRenehan
UNIT: WH/Contracts
EXT: 4460
DATE: 12 September 1967

CABLE SECRETARIAT DISSEMINATION

BY ______ PER ______ # ______

INDEX ☐ DESTROY ☐ RETURN TO ______ BRANCH ☐ FILE RID
☒ NO INDEX ☐ FILE IN CS FILE NO.

CONF: ☐ RID COPY

INFO: FILE , VR

(classification) (date and time filed) (elite) (reference number) (pica)

SECRET

CITE DIRECTOR

TO MEXICO CITY

REF: DIRECTOR 34619

IN DISCUSSING REF WITH FEINGLASS PLEASE EXPRESS OUR SYMPATHY DEATH OF CAZAZZUS MOTHER.

END OF MESSAGE

WH Comment: Ref advised CAZAZZUS can take physical on return Mexico.

C/WH/1 ______________________

WILLIAM V. BROE
C/WHD

WILLIAM S. RENEHAN
C/WH/CONTRACTS

RELEASING OFFICER

COORDINATING OFFICERS

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

AUTHENTICATING OFFICER

COPY NO.

14-00000

INDEX: ☐ YES ☐ NO
CLASSIFY TO FILE NO.
X-REF TO FILE NO.
FILE RID ☐ RET. TO BRANCH ☐
DESTROY ☐ SIG.

CLASSIFIED MESSAGE E TOTAL COPIES 8

SECRET

REPRODUCTION PROHIBITED

PERSON/UNIT NOTIFIED

FROM
ACTION WH 8

☒ RID COPY

ADVANCE COPY ☐ ISSUED ☐ SLOTTED ☐ TUBED

UNIT TIME BY

INFO FILE, VR, SB8, CCS3, CSPS, OP2, D/MS2

8 Sep 67 IN 47516

A Contract

SECRET Ø72355Z CITE MEXICO CITY 2718

DIRECTOR

REDCOAT

1. SANDRA B. CAZAZZUS DEPARTING SEP WITH MINOR SON FOR MOTHER'S FUNERAL IN CLEVELAND, OHIO. SHE UNABLE COMPLETE PHYSICAL HERE, PLANS DO SO AT HQS.

2. ALSO INCOMPLETE IS CONTRACT REVIEW FOR NEW BENEFITS PER BOOK DISPATCH 6144. STATION SUGGESTS THIS BE ACCOMPLISHED AT HQS DURING FEINGLASS CONSULTATION 31 OCT.

SECRET

SECRET

BT

Physical as dependent will be taken at Hqs. 1375 259 on 9/8/67

Mr. Fisher will brief Subject re DIR Dispatch & will contact 9/1/67 when she & husband arrive in Hqs.

9/8/67

ORIG: PPMacDougall/lvr
UNIT: WH/Personnel
EXT: 6815
DATE: 18 August 1967

MESSAGE FORM
TOTAL COPIES

SECRET

FILE SECRETARIAT DISSEMINATION 3 PER

RID COPY

SECRET

CITE DIRECTOR 29114

10 22 09Z

MEXICO CITY

RYBAT

REF: A. MEXICO CITY 2499 (IN 34008)
B. HMMS-5433

1. TDY HQS INCLUDED IN FEINGLASS TRAVEL ORDER. SHOULD PLAN ARRIVE HQS 31 OCTOBER 1967.

2. FAMILY SHOULD TAKE PHYSICALS IN FIELD AND FORWARD RESULTS. FEINGLASS WILL TAKE PHYSICAL WHILE HQS.

3. REF B POUCHED 16 AUGUST ANNOUNCES ARRIVAL TDY REPLACEMENT 18 SEPTEMBER 1967.

END OF MESSAGE

WH Comment: Ref A requested home leave beginning 23 Sept. with TDY Hqs. to discuss 1968 retirement.

Ref B gave info on TDY replacement for FEINGLASS.

C/WH/1

JACOB D. ESTERLINE
AC/WHD
RELEASING OFFICER

COORDINATING OFFICERS

EDWARD K. O'MALLEY
AC/WH/PERS
AUTHENTICATING OFFICER

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

COPY NO.

INDEX: ☐ YES ☐ NO

CLASSIFY TO FILE NO.

X-REF TO FILE NO.

FILE RID ☐ RET. TO BRANCH ☐

DESTROY ☐ SIG.

CLASSIFIED MESSAGE TOTAL COPIES 18

SECRET

REPRODUCTION PROHIBITED

PERSON/UNIT NOTIFIED

7

ACTION D/MAS 2

☐ RID COPY

ADVANCE COPY ☐ ISSUED ☐ SLOTTED ☐ TUBED

UNIT TIME BY

INFO FILE VR WH 8 CCS 3 CI/OPS OP2

S E C R E T 261615Z CITE MEXICO 1893

DIRECTOR

26 Jun 67 IN 98383

HBDRAW

REF: MEXICO CITY 1888 (IN 97294)

CAZAZZUS ILLNESS DIAGNOSED AS FLOATING KIDNEY. RELEASED FROM HOSPITAL 24 JUNE 1967. NO OPERATION PLANNED.

SECRET

S E C R E T

BT

14-00000

INDEX: ☐ YES ☐ NO
CLASSIFY TO FILE NO.
X-REF TO FILE NO.
FILE RID ☐ RET. TO BRANCH ☐
DESTROY ☐ SIG.

CLASSIFIED MESSAGE TOTAL COPIES 1

SECRET

REPRODUCTION PROHIBITED

PERSON/UNIT NOTIFIED

28

ACTION D/MS 2 ☐ RID COPY

ADVANCE COPY ☐ ISSUED ☐ SLOTTED ☐ TUBED

UNIT TIME BY

INFO FILE, VR, WH 8, CCS 3, OP 2

S E C R E T 240020Z CITE MEXICO CITY 1888 24 JUN 67 IN 97294

DIRECTOR

HBDRAW

SANDRA B. CAZAZZUS ADMITTED TO AMERICAN BRITISH COWDRAY HOSPITAL 22 JUNE 1967 WITH SEVERE ABDOMINAL PAIN. PRELIMINARY DIAGNOSED AS KIDNEY DISORDER. WILL ADVISE FURTHER.

S E C R E T SECRET

BT

June 26

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 132830

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
		F		

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
		Mexico City

9. CHECK (X) TYPE OF APPOINTMENT: CAREER / RESERVE / TEMPORARY / CAREER-PROVISIONAL (See instructions - Section C) / SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT: XX INITIAL / ANNUAL / XX SPECIAL (Specify): Contract Employee / REASSIGNMENT SUPERVISOR / REASSIGNMENT EMPLOYEE

11. DATE REPORT DUE IN O.P.:

12. REPORTING PERIOD (From- to-): 1 January 1966-31 December 1966

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Selecting and processing transcripts in Spanish and English into a workable format for Station analysis and filing	S
SPECIFIC DUTY NO. 2: Handling administrative matters for her husband and herself.	S
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

	Rating Letter
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

FORM 45 USE PREVIOUS EDITIONS

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

14-00000

SECRET
(When Filled In)

SECTION C NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This is the first time a fitness report has been prepared on CAZAZZUS herself, although previous fitness reports on her husband, Douglas J. FEINGLASS, have mentioned her valuable contribution. She and FEINGLASS continue to work as an excellent team. CAZAZZUS works conscientiously and quickly and saves the Station a great deal of time in the routine processing of paper and tapes. Her interest in the subject matter and her analytical ability enable her to weed out superfluous material and assist FEINGLASS in his translations and analyses.

SECTION D CERTIFICATION AND COMMENTS

BY EMPLOYEE

1. I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE

BY SUPERVISOR

2.

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
7 months		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE

BY REVIEWING OFFICIAL

3. COMMENTS OF REVIEWING OFFICIAL

I concur with the rating officer's evaluation of CAZAZZUS. She compliments her husband perfectly

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE

SECRET

SECRET

FIELD TRANSMITTAL - FITNESS REPORT

INSTRUCTIONS

The following items of the Fitness Report will NOT be completed by field personnel preparing the report for transmitted to Headquarters:

SECTION A, items 1, 6, and 7

SECTION D, items 1, 2, and 3 *(Only in respect to "Typed or Printed Name and Signature")*

1. I CERTIFY THAT I HAVE SEEN THIS FITNESS REPORT	DATE 3 Feb 67	TYPED OR PRINTED NAME AND SIGNATURE OF EMPLOYEE (In pseudonym) Sandra B. CAZAZZUS Sandra B. Cazazzus

2. I CERTIFY THAT, EXCEPT FOR ITEMS OMITTED UNDER THE ABOVE INSTRUCTIONS, ALL ITEMS APPEARING ON THE ATTACHED FITNESS REPORT HAVE BEEN COMPLETED UNDER PROVISIONS OF CURRENT INSTRUCTIONS OR REGULATIONS

DATE	TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR (In pseudonym)
7 Feb 67	Jonathan L. WEENING [signature]

DATE	TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL (In pseudonym)
28 Feb 67	Francis J. COIGNE Francis J. Coigne

SPECIAL NOTE

Fitness Reports must be prepared with due regard for security considerations. For example, in the case of administrative and support personnel and others whose duties do not in themselves reveal sources of information and methods of operation, it is normally expected that a complete and realistic statement of specific duties may be reported in Section B. However, the nature, source, purpose or disposition of information or operations will not be included. On the other hand, the position titles and description of specific duties of certain other employees may jeopardize security and should not be fully reported on this form. In these cases, general statements of specific duties will be included in Section B indicating the level of responsibility.

FORM 6-62 45a OBSOLETE PREVIOUS EDITIONS. SECRET (4)

SECRET

Miss Anna A. Tarasoff

Dear **Miss Tarasoff**:

Reference is made to your current contract with the United States Government, as represented by the Contracting Officer.

Effective **22 August 1966**, said contract is amended by deleting all reference to income taxes therefrom, and by adding thereto the following paragraph:

"**3**. Taxes. As an employee of the Government you must satisfy your Federal tax liability on taxable income paid to you under paragraph **one (1)** above. Such income may be paid you by or through a cover facility. Because of cover, operational and security considerations the Tax Committee of this organization is authorized to make certain determinations and establish procedures which will result in the full satisfaction of your Federal income tax liability on said income. It is specifically understood and agreed that such determinations and procedures, whether oral or written, constitute an integral part of this contract and are legally incorporated herein by reference."

All other terms and conditions of said contract remain in full force and effect.

UNITED STATES GOVERNMENT

____

Contracting Officer

SECRET

Group 1 -- Excluded from automatic downgrading and declassification

SECRET

DATE: [illegible]

CTC No. 3

MEMORANDUM FOR: Director of Finance

ATTENTION: Chief, Compensation and Tax Division

VIA: Chief, Contract Personnel Division

SUBJECT: Tax Assessment for [illegible]

1. A flat rate covert tax assessment of this individual's gross, taxable Agency entitlements has been approved by the Covert Tax Committee as indicated below. An acknowledged letter of tax instruction ☐ is ☐ will be forwarded.

Tax Assessment Rate	Effective Date
[illegible]	[illegible]

2. Other payroll factors pertinent to this Covert Tax Committee tax assessment action are as follows:

[illegible]

[illegible]

Approval Chief, CPD

Secretary, Covert Tax Committee

FORM 5-66 2643 SECRET (1-4-21) 3 - CPD

14-00000

SECRET

Anna A. Taracoff

4 June 1966

Miss [redacted]

Dear Miss [redacted]

Reference is made to your contract with the United States Government, as represented by the Contracting Officer, effective 15 July 1966, as amended, which expires 14 July 1966.

Effective 15 July 1966, said contract, as amended, is extended for a period of two (2) years.

All other terms and conditions of said contract remain in full force and effect.

THE UNITED STATES GOVERNMENT

BY *Willard C. Curtis*

ACCEPTED:

[redacted]

WITNESS: *Irving A. Chonsky*

APPROVED:

____

WH CONTRACT APPROVING OFFICER

SECRET

14-00000

DISPATCH

CLASSIFICATION: SECRET

PROCESSING ACTION
MARKED FOR INDEXING
NO INDEXING REQUIRED
ONLY QUALIFIED DESK CAN JUDGE INDEXING
MICROFILM

TO: Office of Finance

INFO: Chief, WH Division

FROM: Chief of Station, Mexico City

SUBJECT: Admin/Finance-Salary Increase-Sandra B. CAZAZZUS, Employee Number 132830

ACTION REQUIRED · REFERENCES

ACTION REQUIRED: Information only.

REFERENCE: HPRS-4512, dated 6 January 1966

Furnished herewith is acopy of acontract amendment for Sandra B. CAZAZZUS covering the legislative salary increase as of 10 October 1965. The amendment was not prepared in time for CAZAZZUS to sign it before going on home leave and consequently had to await her return.

WILLARD C. CURTIS

Attachment:
As Stated Above

Distribution:
2 - Office of Finance, w/att
1 - Chief, WHD

CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE
	HMMT-6164	17 January 1966
	CLASSIFICATION	HQS FILE NUMBER

14-00000

SECRET

Anna H Clarcoff

[redacted]

Dear Miss [redacted]

Reference is made to your present contract with the United States Government as represented by the Contracting Officer.

Effective 10 October 1965, said contract is amended by includi... therein provision for compensation increase of the Federal Emplo... salary Act of 1965, in conformance with policies and procedures of th... Organization. Said contract is amended also to include the fo... sentence in paragraph one, entitled "Compensation":

"Compensation will be increased based on legislative pay increases."

All other terms and conditions of the contract remain in fu... force and effect.

THE UNITED STATES GOVERNME...

BY Willard C. Curtis

ACCEPTED:

[illegible signature]

WITNESS:

Irving A. Cronsky

[illegible signature]

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

Chief of Station, Mexico City

Office of Finance

Salary Increase - [illegible] P. [illegible], Employee Number [illegible]

The Office of Finance has not received a contract amendment for the 10 October 1965 salary increase which the Station has paid Subject as reflected on Station T/-489-66. Therefore, in the absence of a contract amendment, it would appear that CAZAZZUS is being overpaid. Please advise.

SHIRLEY K. Y[illegible]PAN

Distribution:
3 - COS/Mexico City

HDSC - 4512 6 January 1966

S E C R E T

GROUP 1
Excluded from automatic downgrading and declassification

CATD/APB/CFAS/R.Landry/rkm 2294

2 - WH Division WH/BF
3 - CATD/APB/CFAS
1 - RI/DP
1 - OF/Registry
X - CPD

WH/SS

14-00000

CLASSIFY TO FILE NO.
X-REF TO FILE NO.
FILE RID ☐ RET. TO BRANCH ☐
DESTROY ☐ SIG.

CLASSIFIED MESSAGE TOTAL COPIES

SECRET

REPRODUCTION PROHIBITED

PERSON/UNIT NOTIFIED

FROM MEXICO CITY

ACTION W.H 8 ☒ RID COPY

ADVANCE COPY ☐ ISSUED ☐ SLOTTED ☐ TUBED

INFO FILE VR, OF 2, CCS 3

S E C R E T 081945Z

DIR CITE MEXI 5550

8 DEC 65 IN 10658

REF: DIR 62414

1. 1964 COVERT TAX RETURNS FOR BENADUM, LIMOTOR 19 (BARBARA C. HUFIG), PINEINCH, SANDAMANIE BEING SENT BY HMMT 6018 IN 10 DEC POUCH. NOT POUCHED EARLIER AS OVERLOOKED IN STATION ADMIN FILES.

2. RETURN FOR CAZAZZUS SENT HMMT 5399 APR 23 (JOINT WITH S.A. DOUGLAS J. FEINCLASS). RETURN FOR LIFUED 30, NOW RITA N. BLAZIK, SENT HMMT 5908, 28 OCT 65.

3. LIHUFF 1 SUBMITTED RETURN THROUGH OVERT CHANNELS: SIGNED COPY BEING POUCHED HQS.

4. WILL REPORT ON TICHBORN SEPARATELY.

S E C R E T

CFN 5550 62414 1964 BENADUM LIMOTOR 19 BARBARA C HUFIG PINEINCH SANDAMANIE HMMT 6018 10 NOT POUCHED CAZAZZUS HMMT 5399 APR 23 DOUGLAS J FEINCLASS LIFUED 30 RITA N BLAZIK HMMT 5908 28 65 LIHUFF 1 HQS

BT

SECRET

Dec 23

SECRET

ANNA H. TARKHSOFF
[redacted]

Dear Miss [redacted]

Reference is made to your present contract with the United States Government, as represented by the Contracting Officer.

Effective 14 August 1964, said contract is amended by including therein provision for compensation increase of the Government Employees Salary Reform Act of 1964, in conformance with the policies and procedures of this organization.

All other terms and conditions of the contract remain in full force and effect.

O/K

New rate $2.72 ~~2.42~~ P/hour

UNITED STATES GOVERNMENT

BY Willard C. Curtis
Contracting Officer

SECRET

Group 1 - Excluded from automatic downgrading and declassification.

APPROVED:

REVIEWED:

/s/ Joseph B. Ragan
Special Contracting Officer

14-00000

DISPATCH

C/WH/SS

CPD

c/o FBD 4659 Tax Info

CCS - Oran 19 - Hignet 5278.

DISPATCH

TO: Chief, [illegible]

FROM: Chief of Station, [illegible]

SUBJECT: Effective Date for [illegible] - [illegible]

REFERENCE: A. [illegible]
[illegible]

The effective date of [illegible] contract [illegible] July [illegible]. Station [illegible] for [illegible].

[illegible]

Distribution:
3 - [illegible]

Orig rec'd + fwd - 17 Aug 64
WH/B&F
CPD - 5 E 69
CFD/CEAS - 2276 ext

DATE: [illegible]

SECRET
(EVEN WHEN BLANK)

Nº SD 48769 A DATE 29 July 1964

I DO HEREBY DECLARE THAT MY TRUE AND LEGAL SIGNATURE IS:

(SIGNATURE) ______________________

Anna Tarasoff
(NAME, PRINTED OR TYPEWRITTEN)

WITNESS: ______________________
Herbert Manell

RIGHT THUMB PRINT



SECRET

SECRET
(EVEN WHEN BLANK)

Nº SD 48769 B DATE 29 July 1964

I DO HEREBY ACKNOWLEDGE THAT IN MY RELATIONS WITH THE UNITED STATES GOVERNMENT, I WILL USE THE FOLLOWING SIGNATURE WHERE REQUIRED:

(SIGNATURE) ______________________

Sandra B. CAZAZZUS
(NAME, PRINTED OR TYPEWRITTEN)

WITNESS: ______________________
Gerald F. GESTETNER

RIGHT THUMB PRINT



SECRET

14-00000

CONFIDENTIAL
(When Filled In)

CONTRACT TYPE B SECURITY APPROVAL

DATE : 15 July 1964

YOUR REFERENCE: Memorandum dated 13 July 1964

CASE NO. : 131751

TO : WH/PERS

SUBJECT : TARASOFF, Anna A.

1. This is to inform you of Security Approval of the Subject person for Contract Type B employment as specified in your request under the provisions of Headquarters Regulation 20-53.

2. Unless arrangements are made within 60 days to contract with Subject within 120 days, this Approval becomes invalid.

3. This office is to be advised when a Contract is signed by Subject and when the Contract is terminated.

4. As a part of this contracting process:

- [ ] A polygraph interview must be arranged by your office.
- [x] A polygraph interview is not necessary.
- [ ]

W. A. Osborne
W. A. Osborne
CHIEF, PERSONNEL SECURITY DIVISION, OS

FORM 10-62 1992a CONFIDENTIAL GROUP 1 Excluded from automatic downgrading and declassification (9-60)

SECRET

REQUEST FOR APPROVAL OR INVESTIGATIVE ACTION
(Always handcarry 1 copy of this form)

DATE: 13 July 1964

TO: CI/Operational Approval and Support Division
X Personnel Security Division/Office of Security

FROM: WH/PERS
GH-4408

SUBJECT: (True name) Tarasoff, Anna

CRYPTONYM, PSEUDONYM, AKA OR ALIASES

PROJECT: Station Support

CI/OA FILE NO.

RI 201 FILE NO.

SO FILE NO. 131751

1. TYPE ACTION REQUESTED

	PROVISIONAL OPERATIONAL APPROVAL		PROVISIONAL PROPRIETARY APPROVAL
	OPERATIONAL APPROVAL		PROPRIETARY APPROVAL
	PROVISIONAL COVERT SECURITY APPROVAL		COVERT NAME CHECK
X	COVERT SECURITY APPROVAL Type B		SPECIAL INQUIRY (SO field investigation)
	COVERT SECURITY APPROVAL FOR LIAISON WITH U.S. OFFICIALS		

2. SPECIFIC AREA OF USE

Mexico City, Mexico

3. FULL DETAILS OF USE

Her principal responsibility will be to assist her husband, a Staff Agent, in the transcribing and processing of the Station's LIENVOY/LIFEMRICK product.

Subject resigned from staff employee status on 8 September 1963.

She has been with her husband in Mexico during interim period

4. INVESTIGATION AND COVER

	YES	NO
A. U.S. GOVERNMENT INTEREST MAY BE SHOWN DURING INVESTIGATION?		X
B. CIA INTEREST MAY BE SHOWN DURING INVESTIGATION?		X
C. IS SUBJECT AWARE OF U.S. GOVERNMENT INTEREST IN HIM?	X	
D. IS SUBJECT AWARE OF CIA INTEREST IN HIM?	X	

E. INDICATE ANY LIMITATIONS ON COVERAGE IN THE INVESTIGATION OF SUBJECT.

F. SUGGEST "COVER PRETEXT" TO BE USED IN CONDUCTING PERSONAL INVESTIGATION OF SUBJECT.

IF NO INVESTIGATION OUTSIDE CIA, EXPLAIN FULLY

5. PRQ AND GREEN LIST STATUS

	PRQ I, OR EQUIVALENT, IN (2) COPIES ATTACHED		PRQ II WILL BE FORWARDED
	PRQ II, OR EQUIVALENT, IN (1) COPY ATTACHED		GREEN LIST ATTACHED, NO:

6. RI TRACES

	NO RECORD		WILL FORWARD		NON-DEROGATORY		DEROGATORY ATTACHED

7. DIVISION TRACES

	NO RECORD		WILL FORWARD		NON-DEROGATORY		DEROGATORY ATTACHED

8. FIELD TRACES

	NO RECORD		WILL FORWARD
	NO DEROGATORY INFO.		DEROGATORY ATTACHED
	LIST SOURCES CHECKED		
	NOT INITIATED (Explanation)		

SIGNATURE OF CASE OFFICER	EXTENSION	SIGNATURE OF BRANCH CHIEF
W.S. Renehan	6577	W.E. Brooks

FORM 1-62 772 USE PREVIOUS EDITIONS.

SECRET

(9)

DISPATCH	CLASSIFICATION: SECRET	PROCESSING ACTION
TO: Chief, [illegible] Division		MARKED FOR INDEXING
		NO INDEXING REQUIRED
INFO: Chief, SR Division		ONLY QUALIFIED DESK CAN JUDGE INDEXING
FROM: Chief of Station, Mexico City		MICROFILM

SUBJECT: ADMINISTRATIVE/[illegible]
[illegible] Contract

ACTION REQUIRED - REFERENCES

REFERENCE: [illegible]-9691

1. Transmitted under separate cover attachment are three copies of a signed field contract completed on the Subject of reference.

2. Her principal responsibility will be to assist her husband Douglas J. [illegible] (P) in the transcribing and processing of the Station's LIENVOY/[illegible] product. The part-time employment of Subject will permit [illegible] to devote considerably more effort and concentration on the preparation of assessment studies on the [illegible] complement.

Willard C. Curtis
WILLARD C. CURTIS

Orig [illegible] - 17 July 64
c/w+/SS
w+/[illegible]F
CPD 5E69
CFD/REAS 6/65

Attachment:
As stated above (USC)

Distribution:
2 - [illegible], w/att
1 - SRD, w/att

CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE
[illegible] EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION	[illegible]-4648	12 June [illegible]
	CLASSIFICATION: SECRET	HQS FILE NUMBER

15 Jul 65

Mrs. Anna A. Tarasoff

Dear Mrs. Tarasoff:

The United States Government, as represented by the Contracting Officer, hereby contracts with you, as a Contract Employee, for the use of your services and the performance of duties of a confidential nature under the following terms and conditions:

1. Compensation. In full consideration for the use of your services and the performance of specified confidential duties, you will be compensated in an amount calculated at the rate of $2.53 per hour. Payments will be made as directed by you in writing in a manner acceptable to the Government. Taxes will be withheld therefrom and submitted by the United States Government.

2. Benefits. (a) You will be entitled to death and disability benefits equal to those authorized under the Federal Employees' Compensation Act, as amended. Claims by you, your heirs or legal representatives under this paragraph will be processed by the Government in accordance with its procedures in such manner as not to impair security.

(b) You will be entitled to sick and annual leave equal to and subject to the same rules and regulations applicable to Government employees. Such annual leave may only be taken at times and places approved in advance by appropriate representatives of the Government.

(c) You will be entitled to continuance of pay and allowances in a manner similar to that set forth in the Missing Persons Act (50 U.S.C.A., App. 1001-1015).

(d) The Government will withhold from the compensation due you under this agreement social security deductions in conformance with the basic social security legislation, as amended, and the procedures of this Organization. For reasons of security, all inquiries concerning your relationship to the social security system shall be made directly to this Organization, and in no event may any such problem be presented by you or on your behalf to any representative of the governmental unit responsible for implementing the social security program.

3. Execution of Documents. If in the performance of services under this contract you assume the custody of Government funds or take title of record to property of any nature whatsoever and wherever situate, which property has, in fact, been purchased with monies of the U.S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either express or constructive, and you agree to execute whatever documents may be required by the Government to evidence this relationship.

4. Secrecy. You will be required to keep forever secret this contract and all information which you may obtain by reason hereof (unless released in writing by the Government from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1948, as amended, and other applicable laws and regulations.

14-00000

5. Instructions. Instructions received by you from the Government in briefing, training or otherwise are a part of this contract and are incorporated herein, provided that such instructions are not inconsistent with the terms hereof.

6. Unauthorized Commitments. No promises or commitments pertaining to rights, privileges or benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government.

7. Term. This contract is effective as of [handwritten date], and shall continue thereafter for a period of two (2) years unless sooner terminated either:

(a) By thirty (30) days' actual notice by either party hereto, or

(b) Without prior notice by the Government in the event of a breach of this contract by your violation of the security provisions hereof or by your otherwise rendering yourself unavailable for acceptable service.

Subject to the availability of appropriations, this agreement may be extended upon notice from the Government. Termination of this agreement will not release you from the obligations of any security oath you may be required to take.

UNITED STATES GOVERNMENT

BY Winston M. Scott
Contracting Officer

ACCEPTED:

Anna A. Tasaroff
Anna A. Tasaroff

WITNESS: Herbert Manell

APPROVED:

REVIEWED:

Special Contracting Officer

CLASSIFIED MESSAGE

SECRET

ROUTING	
1	4
2	5
3	6

TO : DIRECTOR

FROM : MEXICO CITY

ACTION : WH 8

INFO : CI, CI/OPS, CI/OA, SR 7, VR

S E C R E T [illegible]

2 JUN 63 IN 95704

DIR CITE MEXI 9621

REDCOAT

IMMEDIATE ACTION

REF: HMMS-2950, 11 JUNE 1963

1. PER DISCUSSIONS WITH WALLACE A. DEMOLAT, STATION WISHES EMPLOY WIFE OF DOUGLAS J. FEINGLASS ASAP TO ASSUME PART OF LATTER'S LIENVOY TRANSLATION AND TRANSCRIPTION DUTIES. WOULD FREE HIM TO CONCENTRATE MORE ON PREPARATION ASSESSMENTS-CHARACTERIZATIONS OF SOV COMPLEMENT.

2. REQUEST HQS INITIATE CLEARANCE. FORWARDING FIELD CONTRACT WHICH WILL BE IN ACCORDANCE REF.

S E C R E T

SECRET

Copy No.

SECRET

Chief of Station, Mexico XX

Chief, WHD

Wife of Douglas J. FEINGLASS

Please inform Subject that her resignation from staff employee status has been processed and made effective as of 8 September 1963.

END OF DISPATCH

Distribution:
2 Mexico City

HMMS-3145 23 September 1963

SECRET

WH/PERS W.S.Renehan ecm 7555

Distribution:
1 - WH/Reg
1 - WH/PERS

C/WH/3

14-00000

DISPATCH

CLASSIFICATION: SECRET RYBAT

PROCESSING ACTION: MARKED FOR INDEXING / X NO INDEXING REQUIRED / ONLY QUALIFIED DESK CAN JUDGE INDEXING / MICROFILM

TO: Chief of Station, Mexico

INFO:

FROM: Chief, WHD

SUBJECT: Wife of Douglas J. FEINGLASS

ACTION REQUIRED REFERENCES

1. The wife of Douglas J. FEINGLASS has asked that she be considered for employment in a contractual capacity. She was advised that biographic information would be forwarded and that whether or not her services were used would be up to the Station.

2. Subject has previously submitted her resignation from staff status and was processed out effective 7 June and placed on 90 days LWOP. In the event there is a requirement for her services within the 90 day period, she may be hired in a contract capacity without further clearances. Her contract should contain provision for Civil Service coverage; other benefits would be in accord with her contractual status as outlined in FHB 20-1000-1. At the time the contract is forwarded Headquarters, a functional description of her duties should also be forwarded.

3. Subject is scheduled to leave with her two children by train in 16 June. She and the children will enter on tourist cards. They have also applied for regular passports.

END OF DISPATCH

Attachment:
Biographic Profile, USC

Distribution:
3 Mexico City, w/att. USC

CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE
	HMM-S-2980	11 June 1963

14 JUN 1963

CLASSIFICATION: SECRET RYBAT

HQS FILE NUMBER:

Distribution:
1 - WH/Pers

ORIGINATING

OFFICE	OFFICER	TYPIST	EXT
WH/Pers	W.S.R[illegible]	blr	75[illegible]

COORDINATING

OFFICE SYMBOL	DATE	OFFICER'S NAME
C/WH/?	14 JUN 1963	[signature]

RELEASING

SECRET/RYBAT

SEPARATE COVER ATTACHMENT

HMM-S-2980

DOB: 5 May 1923

POB: Cleveland, Ohio

HIGH SCHOOL GRADUATE: 1942

CHILDREN: Daughter - Barbara, 21 Dec 1945
[illegible], 20 Mar 1949

EXPERIENCE:	1944 - 1945	Cleveland Trust Co., Cleveland, Ohio Commercial Bookeeper
	1955 - 1956	American Trust Co., San Leandro, Calif. Commercial Bookeeper
	8 Apr 1957	EOD KUBARK, Clerk, GS-4
	14 Jul 1957	PBJointly, Clerk
	9 Mar 1958	KUDESK, Intell Clerk
	2 Nov 1958	Promotion, GS-5
	8 Jan 1961	Promotion, GS-6
	7 Jun 1963	LWOP for 90 days at end of which time resignation will be effected.

FITNESS REPORT: 30 June 1961 - 30 June 1962, Overall Rating "A"
(Transliterates Russian Material "P")

TRAINING: Basic Supervisors, 2-13 May 1960

TEST: Russian, Reading "E"

SECRET/RYBAT

14-00000

MEMORANDUM RECEIPT

7 June 1963
DATE

TO: W.S.Renehan, WH/Pers

FROM: Mrs. Anna Tarasoff

SUBJECT: Receipt of Advance of Funds for Transportation from Washington, D. C. to Mexico City

I hereby acknowledge receipt of the following:

$525.00 in conjunction with Subject. It is understood that this advance is for ~~xxxxx~~ lowest first class rail travel Washington to Mexico City, Mexico and related costs, and anticipated per diem for three days for myself and two dependent children. Accounting for the advance will be submitted to the Mexico City Station.

Anna Tarasoff
Anna Tarasoff
SIGNATURE OF RECIPIENT

7 June 1963
DATE RECEIVED

Please return ________ signed copy(ies) of this receipt

To ________________________________

FORM NO. 752 REPLACES FORM 38-88
1 AUG 53 WHICH MAY BE USED.

(33)

SECRET

7 June 1963

MEMORANDUM FOR: Personnel Security Division,
Office of Security

SUBJECT: Mrs. Anna Tarasoff, Contract
Employee Clearance

1. It is requested that clearance be granted for the employment of Mrs. Anna Tarasoff as a Contract Employee, Type A or B at the Mexico City, Mexico Station to provide clerical services.

2. Mrs. Tarasoff is presently a GS-6, staff employee. She is being reassigned to the CS Development Complement and placed on a 90 day LWOP status effective COB 7 June in order to join her husband.

3. In the event the Mexico Station can use her services she would be employed in a contractual capacity and her resignation from staff employee status would be effected the day prior to the effective date of contract.

4. In the event additional information is desired, please contact Mr. William Renehan, extension 7555.

W. E. BROOKS
Chief, WH Support

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 5 June 1963

1. SERIAL NUMBER: 045935
2. NAME (Last-First-Middle): TARASOFF, ANNA
3. NATURE OF PERSONNEL ACTION: LWOP AND REASSIGNMENT
4. EFFECTIVE DATE REQUESTED: MONTH 6 / DAY 7 / YEAR 63
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: X V TO V | CF TO V | V TO CF | CF TO CF
7. COST CENTER NO. CHARGEABLE: 3127-1770-1000
8. LEGAL AUTHORITY (Completed by Office of Personnel):
9. ORGANIZATIONAL DESIGNATIONS: DDP CI STAFF / CI DEVELOPMENT COMPLEMENT
10. LOCATION OF OFFICIAL STATION: WASHINGTON, D.C.
11. POSITION TITLE: INTELL CLERK
12. POSITION NUMBER: 4L 3971
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0313.01
16. GRADE AND STEP: 6 4
17. SALARY OR RATE: $ 5,545. hourly rate 2.67 2.5?

18. REMARKS

FROM: DDP CI STAFF/SPECIAL INVESTIGATION GROUP/PROJECTS BR/INTELL CLK/WASH., D.C/0151

Employee's last working day 7 June 1963.

LWOP (HHB 20-1 Para. 10 a.) Leave of absence to accompany husband to new station - not to exceed 90 days.

cc to security and finance

18A. SIGNATURE OF REQUESTING OFFICIAL: Byron B. Burnes CI STAFF — DATE SIGNED: 5 Jun 63

18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: — DATE SIGNED:

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE | 20. EMPLOY. CODE | 21. OFFICE CODING (NUMERIC / ALPHABETIC) | 22. STATION CODE | 23. INTEGREE CODE | 24. POSITION CODE | 25. DATE OF BIRTH (MO. DA. YR.) | 26. DATE OF GRADE (MO. DA. YR.) | 27. DATE OF LEI (MO. DA. YR.)

28. NTE EXPIRES (MO. DA. YR.) | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA (1 - CSC, 3 - FICA, 5 - NONE; CODE) | 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.) | EOD DATA | 33. SECURITY REQ. NO. | 34. SEX

35. VET. PREFERENCE (CODE: 0 - NONE, 1 - 5 PT., 2 - 10 PT.) | 36. SERV. COMP. DATE (MO. DA. YR.) | 37. LONG. COMP. DATE (MO. DA. YR.) | 38. CAREER CATEGORY (CAR/RESV - PROV/TEMP; CODE) | 39. FEGLI / HEALTH INSURANCE (CODE: 0 - WAIVED, 1 - YES; HEALTH INS. CODE) | 40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (CODE: 0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 3 YRS), 3 - BREAK IN SERVICE (MORE THAN 3 YRS)) | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA (FORM EXECUTED: 1 - YES, 2 - NO; CODE; NO. TAX EXEMPTIONS) | 44. STATE TAX DATA (FORM EXECUTED: 1 - YES, 2 - NO; CODE; NO. TAX EXEMP.; STATE CODE)

45. POSITION CONTROL CERTIFICATION

46. C.P. APPROVAL — DATE APPROVED

FORM 4-62 1152 OBSOLETE PREVIOUS EDITION AND FORM 1152a.

SECRET

GROUP 1 — EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

PUBLIC SCHOOLS
DISTRICT OF COLUMBIA

WOODROW WILSON HIGH SCHOOL

PUPIL'S PERMANENT RECORD

LAST NAME OF PUPIL: TARASOFF	FIRST NAME: BARBARA	MIDDLE NAME:	DATE OF ENTRY: 9.6.61 FROM: Kramer Jr.
PARENT OR GUARDIAN: Boris Dmitri Tarasoff	OCCUPATION: (Translator (ret)) Analyst - U.S.Government		DATE OF WITHDRAWAL TO
RESIDENCE: 5109 - 45th Street, N.W.	TEL. EM 2-6990		DATE OF RE-ENTRY FROM
RESIDENCE	TEL.		DATE OF WITHDRAWAL TO
PLACE OF BIRTH: Ohio	DATE OF BIRTH: 12.22.45	SEX: F	DATE OF RE-ENTRY FROM

NINTH GRADE

SUBJECT	GRADE	UNIT
English	A	1
Anc. & Med. History	A	1
9th Algebra 1&2	B/A	2
French		
Gen. Math		
Latin 1&2	A	2
Typing		
Gen. Science		
Biology	A	1

UNOFFICIAL

TEST RECORD

UNOFFICIAL

YEAR BEG. 9.6.61 — SECTION 112-2 RCS

SUBJECT	TEACHER	SEM.	FINAL	UNIT
English 2H	ALQ	A	A	1
Mod. History				
Pl & Solid Geom.	AHG	C	B	1
French 1H	GLF	A	A	1
Latin 3H	EKS	A	A	1
Spanish				
Chemistry				
Biology				
Chem. H	AHL	B	B	1
US History	SS"		A	1
Physical Ed. 10-b	CGK DW	B	B	1/4
Military Science				

	SEM. I	SEM. II
Deportment	A	A
Days Present	91½	81
Days Abs. Ex.	1	1½
Days Abs. Unex.	-	-
Times Tardy	-	-

YEAR BEG. 9.5.62 — SECTION 112-3 RCS

SUBJECT	TEACHER	SEM.	FINAL	UNIT
English 3H	LRG	A		
U.S. History				
French 2H	WLF	A		
Latin 4H	SWA	A		
Spanish				
German 1P	RAM	A		
Physics R	JE	A		
Physical Ed. 3	CGR	A		
Military Science				

UNOFFICIAL

	SEM. I	SEM. II
Deportment	A	
Days Present	90½	
Days Abs. Ex.	2½	
Days Abs. Unex.	0	
Times Tardy	0	

YEAR BEG. — SECTION

SUBJECT	TEACHER	SEM.	FINAL	UNIT
English				
Government				
French				
Latin				
Spanish				
Chemistry				
Physical Ed.				
Military Science				

	SEM. I	SEM. II
Deportment		
Days Present		
Days Abs. Ex.		
Days Abs. Unex.		
Times Tardy		

YEAR BEG. — SECTION

SUBJECT	TEACHER	SEM.	FINAL	UNIT
English				
Physical Ed.				
Military Science				

	SEM. I	SEM. II
Deportment		
Days Present		
Days Abs. Ex.		
Days Abs. Unex.		
Times Tardy		

Son - Raymond